



**LOCAL GOVERNMENT UNIT
OF SANTA IGNACIA**

CITIZEN'S CHARTER
2019 (1st Edition)



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2019 (1st Edition)



I. Mandate:

The Local Government Unit of Santa Ignacia, as expressly granted under Republic Act No.7160, shall exercise the powers, those necessarily implied therefrom, as well as powers necessary, appropriate or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare.

II. Vision:

Santa Ignacia, an organic food producer and processor in Tarlac, hub for countryside and food tourism where empowered and God-loving citizenry enjoy responsive social services in a safe, peaceful and environmentally sound communities.

III. Mission:

Santa Ignacia a peaceful, equitable, fair and progressive socio-political-economic condition and sustainable development favorable to inclusive growth and prosperity to all Santaguinians.

IV. Service Pledge:

We commit to:

1. **P**erform the duties and responsibilities attached to our position with utmost competence, integrity and accountability.
2. **R**esponsibly abide by the relevant provisions of the Code of Conduct and Ethical Standards for Public Officials at all times.
3. **I**nstill in our duties to respect the rights of our clients regardless of sex, sexual orientation and gender identity, disability, civil status, age, ethnicity, political affiliation and religion.
4. **M**anifest simplified and reengineered systems processes and procedures in all of our service offices.
5. **E**xemplify public service commitment by attending to all applicants or requesting parties who are within the premises of the agency prior to the end of official working hours and during lunch break, compliant to the provisions of R.A. 11032.



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Office of the Municipal Mayor
External Services



1. Issuance of Mayor's Clearance

The Mayor's Clearance certifies that the individual is a resident of the municipality, of good moral character and is a law-abiding citizen. The clearance is a document usually availed of by individuals seeking employment, scholarship, for a firearms license and for any other purpose.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Residents only;			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Cedula (1 Photocopy)		Treasury Office (Window 1)		
2. Police Clearance (1 Photocopy)		PNP-Santa Ignacia Station		
3. Barangay Clearance (1 Photocopy)		Barangay Hall		
4. Official Receipt of Clearance Fee (1 Photocopy)		Treasury Office (Window 1)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's log book in the receiving area.	1.1. Give the log book to the client.	None	2 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
2. Present transaction slip and required documents	2.1 Evaluate and Asses documents	None	3 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
3. Proceed to the cashier and pay the required fees.	3.1 Issue payment order after the evaluation of submitted documents	PHP 60.00		<i>Revenue Collection Clerk</i> (Treasury Office)
4. Return to the Mayor's Office and Present O.R.	4.1 Check the Official Receipt	None	1 Minute	<i>Administrative Aide I</i> (Mayor's Office)
	4.2 Prepare the document	None	4 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
	4.3 Municipal Mayor's signature	None	2 Minutes	<i>Municipal Mayor</i> (Mayor's Office)
5. Receive the Approved Mayor's Clearance	5.1 Log and Release the Certification	None	2 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
TOTAL		PHP 60.00	12 Minutes	



2. Issuance of Certification

The Mayor's Certification is a document that certifies specific information such as non-employment of an individual and guardianship issued to the individual who needs the same for foreign/local transactions and other legal purposes. The Mayor's Certification further certifies the individual is a bonafide resident of the municipality.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Residents only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Certification		Barangay Hall		
2. Official Receipt of Certification fee (1 Photocopy)		Treasury Office (Window 1)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's log book in the receiving area.	1.1. Give the log book to the client.	None	2 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
2. Present transaction slip and required documents	2.1 Evaluate and Asses documents	None	3 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
3. Proceed to the cashier and pay the required fees.	3.1 Issue payment order after the evaluation of submitted documents	PHP 60.00		<i>Revenue Collection Clerk</i> (Treasury Office)
4. Return to the Mayor's Office and Present O.R.	4.1 Check the Official Receipt	None	1 Minute	<i>Administrative Aide I</i> (Mayor's Office)
	4.2 Prepare the document	None	4 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
	4.3 Municipal Mayor's signature	None	2 Minutes	<i>Municipal Mayor</i> (Mayor's Office)
5. Receive the Approved Mayor's Clearance	5.1 Log and Release the Certification	None	2 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
TOTAL		PHP 60.00	14 Minutes	



3. Issuance of Mayor's Permit (Advertisements/Promotional Activities)

The Mayor's Permit is issued to any kind of business who wish to conduct promotional/advertising activities within the jurisdiction of this municipality provided that they have paid the corresponding permit fee imposed under its existing tax ordinance.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Business owners/employees/authorized representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request		From the Company		
2. Company profile		From the Company		
3. Identification card of the authorized representative		From the Authorized Representative		
4. Official receipt of Mayor's Permit fee		Treasury Office (Window 1)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's log book in the receiving area.	1.1 Give the log book to the client.	None	2 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
2. Present transaction slip and required documents	2.1 Evaluate and Asses documents	None	3 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
3. Proceed to the cashier and pay the required fees.	3.1 Issue payment order after the evaluation of submitted documents	PHP 60.00		<i>Revenue Collection Clerk</i> (Treasury Office)
4. Return to the Mayor's Office and Present O.R.	4.1 Check the Official Receipt	None	1 Minute	<i>Administrative Aide I</i> (Mayor's Office)
	4.2 Prepare the document	None	4 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
	4.3 Municipal Mayor's signature	None	2 Minutes	<i>Municipal Mayor</i> (Mayor's Office)
5. Receive the Approved Mayor's Clearance	5.1 Log and Release the Certification	None	2 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
TOTAL		PHP 60.00	10 Minutes	



4. Issuance of Mayor's Permit (Motorcade/Parade/Procession)

The Mayor's Permit is issued to any kind of business or registered organization who wish to conduct motorcade, parade or procession within the jurisdiction of this municipality provided that they have paid the corresponding permit fee imposed under its existing tax ordinance.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Business owners/employees/authorized representative Any Organization/authorized representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request indicating purpose of the activity, participants and schedule.		From the Applicant		
2. Planned route		From the Applicant		
3. Official receipt of Mayor's Permit fee		Treasury Office (Window 1)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's log book in the receiving area.	1.1 Give the log book to the client.	None	2 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
2. Present transaction slip and required documents	2.1. Evaluate and Asses documents	None	3 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
3. Proceed to the cashier and pay the required fees.	3.1 Issue payment order after the evaluation of submitted documents	PHP 60.00		<i>Revenue Collection Clerk</i> (Treasury Office)
4. Return to the Mayor's Office and Present O.R.	4.1 Check the Official Receipt	None	1 Minute	<i>Administrative Aide I</i> (Mayor's Office)
	4.2 Prepare the document	None	4 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
	4.3 Municipal Mayor's signature	None	2 Minutes	<i>Municipal Mayor</i> (Mayor's Office)
5. Receive the Approved Mayor's Clearance	5.1 Log and Release the Certification	None	2 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
TOTAL		PHP 60.00	14 Minutes	



5. Officiate Civil Wedding

A civil wedding is a wedding officiated by the municipal mayor. It takes place without any religious affiliation and meets the legal requirements of the state. Civil wedding is a service given to the citizens who wish to formalize their union in a simple way but offers the same benefits as conventional marriage.

Office or Division:	Office of the Municipal Mayor			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Residents only;			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application for Marriage License		Local Civil Registrar (Window 5)		
2. Marriage License		Local Civil Registrar (Window 5)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's log book in the receiving area.	1. Give the log book to the client.	None	2 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
2. Present transaction slip and required documents	2.1 Prepare Marriage Contract	None	5 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
3. Proceed inside the office of the mayor.	3.1 Officiate Wedding	None	10 Minutes	<i>Municipal Mayor</i> (Mayor's Office)
4. Proceed to the Office of the Municipal Civil Registrar after the wedding to submit the marriage contract.	4.1 Give to client the marriage contract for its registration in the Municipal Civil Registrar.	None	2 Minutes	<i>Municipal Civil Registrar Officer</i> (Local Civil Registrar's Office)
TOTAL		None	19 Minutes	



6. Prepare summary of gasoline consumption

Preparation of summary of gasoline is being done under the Office of the Mayor primarily to monitor the monthly gasoline consumption of the municipal vehicles and check if every transaction complied to the documentary requirements of the government.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Accredited Gasoline Stations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Monthly Statement of Billing with attached trip tickets.		Gasoline Station/Biller		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's log book in the receiving area.	1.1 Give the log book to the client.	None	2 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
2. Submit Monthly Statement of Billing with attached trip tickets.	2.1 Prepare the summary of the gasoline consumption for the current month.	None	1 day	<i>Administrative Aide I</i> (Mayor's Office)
	2.2 Submit summary documents to the General Services Office.	None		<i>Administrative Aide I</i> (Mayor's Office)
TOTAL		None	1 Day	



7. Receive documents for Mayor's Signature or Approval (Residents)

The LCE shall approve all transactions such as medical assistance, burial assistance and educational assistance after the proper evaluation of the concerned office or authorized employee before the release of any fund/s.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Residents only;			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original document to be signed by the LCE.		Origin office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's log book in the receiving area.	1.1 Give the log book to the client.	None	2 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
2. Submit document/s for mayor's signature or approval.	2.1 Receive, Evaluate and Asses document/s	None	5 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
	2.2 Sign document/s	None	3 Minutes	<i>Municipal Mayor</i> (Mayor's Office)
3. Receive the Approved or signed document/s	3.1 Log and Release the Approved or signed document/s	None	2 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
TOTAL		None	12 Minutes	



8. Receive documents for Mayor's Signature or Approval (Businesses)

The LCE shall approve all transactions such as Purchase Request, Obligation Request, Bids and Awards Committee resolutions and all other documents after the proper evaluation of the concerned office or authorized employee before the release of any fund/s.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original document to be signed by the LCE.		Origin office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's log book in the receiving area.	1.1 Give the log book to the client.	None	2 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
2. Submit document/s for mayor's signature or approval.	2.1 Receive, Evaluate and Asses document/s	None	5 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
	2.2 Sign document/s	None	3 Minutes	<i>Municipal Mayor</i> (Mayor's Office)
3. Receive the Approved or signed document/s	3.1 Log and Release the Approved or signed document/s	None	2 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
TOTAL		None	12 Minutes	



9. Enrollment of LGU sponsored Philhealth beneficiaries

The LGU, under the National Health Insurance Program, provides the needed premium contribution of unenrolled women who are about to give birth and of those critical poor patients.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Residents only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proof of residence		Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's log book in the receiving area.	1.1 Give the log book to the client.	None	2 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
2. Submit proof of residence.	2.1 Receive, Evaluate and Asses document.	None	5 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
3. Fill up PMRF	3.1 Give PMRF to be filled up by the client.	None	3 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
4. Submit fully accomplished PMRF.	4.1 Receive fully accomplished PMRF and Log beneficiary details to the SPL which will be submitted to the Philhealth Tarlac Office on a weekly basis.	None	2 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
TOTAL		None	12 Minutes	



Office of the Municipal Mayor
Internal Services



10. Receive documents for Mayor's Signature or Approval (Government Offices)

The LCE shall approve all transactions such as Purchase Request, Obligation Request, Bids and Awards Committee resolutions, Sangguniang Bayan Ordinances, Memorandum of Agreements/Understandings, Red Cross Blood Request Form, endorsements and all other documents after the proper evaluation of the concerned office or authorized employee before the release of any fund/s.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original document to be signed by the LCE.		Origin office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's log book in the receiving area.	1.1 Give the log book to the client.	None	2 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
2. Submit document/s for mayor's signature or approval.	2.1 Receive, Evaluate and Asses document/s	None	5 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
	2.2 Sign document/s	None	3 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
3. Receive the Approved or signed document/s	3.1 Log and Release the Approved or signed document/s	None	2 Minutes	<i>Administrative Aide I</i> (Mayor's Office)
TOTAL		None	12 Minutes	



Office of the Municipal Vice Mayor
External and Internal Services



11. Financial/Medical Assistance

There is government assistance from agencies as well as charities that work together to offer grants that will assist many families. There is also financial aid from community action agencies and non-profits. State and federal government organizations and local agencies may offer free financial help for paying bills, grants to cover household living expenses, and debts. Struggling households can find assistance to help pay their utility bills, funds for paying medical expenses, health care costs, or rent. There are also various food programs, credit card debt services, and other charitable as well as government assistance programs.

Every now and then hard working people may experience a financial hardship. Sometimes they just need that little extra help in paying some bills or debts. Any family or individual that is struggling should never hesitate to research their local state or government to see what assistance programs they have.

Office or Division:	Office of The Vice Mayor			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government, G2B – Government to Business, G2C – Government to Citizen			
Who may avail:	All Residents of Santa Ignacia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Financial Assistance				
1.1. Solicitation letter		From the person asking for assistance		
1.2. Barangay Certificate of Indigency		Barangay Captain		
2. Medical Assistance				
2.1. Barangay Certificate of Indigency		Barangay Captain.		
2.2. Medical Certificate		Hospital where the patient is admitted		
2.3. Medical Abstract		Hospital where the patient is admitted		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Written/ oral request for assistance	1.1 Receive the request 1.2 Enter it to the logbook.	None	5 Minutes	<i>Vice Mayor</i> (Office of the Vice-Mayor Legislative Building)
2. Assess the person asking for assistance.	2.1 Give financial/ medical assistance 2.2 Forward to DSWD.	None	30 Minutes	<i>Vice Mayor</i> (Office of the Vice-Mayor Legislative Building)
3. End of transaction.	3.1 Person receives the assistance.	None	5 Minutes	<i>Vice Mayor</i> (Office of the Vice-Mayor Legislative Building)
TOTAL		None	40 Minutes	



12. Inquiries

This inquiries function is discretionary. We consider many issues and receive many requests for inquiries each year.

We carry out inquiries on our own initiative or on request from a member of the public, an employee, or another organization. Inquiries can be large or small, cover a wide range of issues, and take weeks or months to complete. Larger inquiries can involve significant amounts of staff time and resources.

Office or Division:	Office of The Vice Mayor			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government, G2B – Government to Business, G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive written/oral inquiry.	1.1 Receive the inquiry. 1.2 Enter it to the logbook.	None	5 Minutes	<i>Vice Mayor</i> (Office of the Vice-Mayor Legislative Building)
2. End of inquiry/ies.	2.1 Advise to inquiry/ies. 2.2 Action to inquiry/ies	None	30 Minutes	<i>Vice Mayor</i> (Office of the Vice-Mayor Legislative Building)
TOTAL		None	35 Minutes	



Business Permit and Licensing Office (Economic Enterprise Office)

External Services



13. Issuance of Business Permit (New Business)

Services rendered to Business Owners

Office or Division:	Business Permit and Licensing Office (BPLO)			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Business Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Cedula (1 Original/1 Photocopy)	Window # 1 Cashier			
2. Barangay Clearance (1 Original)	Barangay Hall, where the Business is located			
3. Police Clearance (1 Original)	Police Station – Santa Ignacia			
4. DTI, SEC, CDA Registration (1 Original/1 Photocopy)	DTI – Negosyo Center, SEC, CDA - Tarlac			
5. Occupancy Permit (1 Original/1 Photocopy)	Window # 3 - Engineering Office			
6. Zoning Permit (1 Original/1 Photocopy)	Window # 4 – MPDC Office			
7. Lease Contract (1 Original/1 Photocopy)	Owner of Stall or Building			
8. Health and Sanitary (1 Original/1 Photocopy)	Municipal Health Office			
9. SSS, Pag-Ibig, Philhealth (1 Original/1 Photocopy)	SSS Office - Camiling, Pag-Ibig-Tarlac, Philhealth-Tarlac			
10. Fire Clearance (1 Original/1 Photocopy)	BFP Office			
11. Fill-up Unified Form (Original Signed)	Window # 13 BPLO Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client log book	1.1 Accept Unified Application Form for completeness and accuracy of requirements.	None	20 minutes	License Inspector II (Economic Enterprise Office)
2. Present Unified Application Form with complete requirements	2.1 Record Application Form data.			
3. Pay Order Payment	3.1 Compute for Business Tax			
4. Return for processing of clearance	4.1 Return Business Application Form and requirement with computed Business Tax			



	Advice customer to secure Fire Clearance			
5. Secure Fire Clearance Proceed for review and payment of Business tax and releasing of Business Permit	5.1 Compute Fire Clearance fee	Total Assessment amount of Business Tax x 2%	5 minutes	<i>C.FSES/ Collecting Agent</i> (Bureau of Fire Protection- Sta. Ignacia Tarlac)
6. Present Unified Application Form with assessment of Business tax	6.1 Review assessment of Business Tax	None	5 minutes	<i>Revenue Collection Clerk I</i> (Mun. Treasury Office)
7. Payment of Business Tax	7.1 Issue Official Receipt for Business tax	Gross sales + regulatory fees: Mayor's Permit Application Fee - PHP 50 Service Fee PHP - 50 Sticker Fee - PHP 30 Business Plate - PHP 250 Garbage Fee - PHP 100 Occupational Fee - PHP 200/person Sanitary Fee: PHP 200 - small Business PHP 500 - big Business Beer Ret. PHP 200 Cig. Ret PHP 50 Vino Ret. PHP 50	10 minutes	<i>Revenue Collection Clerk I</i> (Mun. Treasury Office)



		Weighing Scale: 10 kilos - PHP 50 60 kilos - PHP 100 300 kilos - PHP 150 1000 kilos - PHP 300		
8. Releasing of Business Permit: Present 1 original and 1 photocopy of Official Receipt (O.R.) and Unified Application Form and requirements	8.1 Receive documents and validate documents presented then release original Business Permit	None	10 minutes	<i>Municipal Mayor</i> (Mayor's Office)
TOTAL		PHP 2,280.00	55 minutes	



14. Issuance of Business Permit (Renewal)

Services rendered to Business Owners

Office or Division:	Business Permit and Licensing Office (BPLO)			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail?	Business Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Cedula (1 Original /1 Photocopy)		Window # 1 Cashier		
2. Barangay Clearance (Original)		Barangay Hall, where the Business is located		
3. Police Clearance (Original)		Police Station – Santa Ignacia		
4. DTI, SEC, CDA Registration (1 Original/1 Photocopy)		DTI – Negosyo Center, SEC, CDA - Tarlac		
5. Health and Sanitary (1 Original/1 Photocopy)		Municipal Health Office		
6. SSS, Pag-Ibig, Philhealth (1 Original/1 Photocopy)		SSS Office - Camiling, Pag-Ibig-Tarlac, Philhealth-Tarlac		
7. Fire Clearance (1 Original/1 Photocopy)		BFP Office		
8. Fill-up Unified Form (Original Signed)		Window # 13 BPLO Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client log Book.	1. Accept Unified Application Form for completeness and accuracy of requirements	None	20 minutes	<i>License Inspector II (Economic Enterprise Office)</i>
2. Present Unified Application Form with complete requirements	2. Record Application Form data.			<i>License Inspector II (Economic Enterprise Office)</i>
3. Pay order requirements	3. Compute for Business Tax			<i>License Inspector II (Economic Enterprise Office)</i>
4. Return for processing of clearance	4. Return Business Application Form and requirement with computed Business Tax; Advice customer to secure Fire Clearance			<i>License Inspector II (Economic Enterprise Office)</i>
5. Secure Fire Clearance	5. Compute Fire Clearance fee	Total Assessment amount of Business Tax x 2%	5 minutes	<i>C.FSES/Collecting Agent (Bureau of Fire Protection- Sta. Ignacia Tarlac)</i>



6. Proceed for review and payment of Business tax and releasing of Business Permit; Present Unified Application Form with assessment of Business tax	6. Review assessment of Business Tax	None	5 minutes	<i>Revenue Collection Clerk I (Mun. Treasury Office)</i>
7. Payment of Business Tax	7. Issue Official Receipt for Business tax	Gross sales + regulatory fees: Mayor's Permit Application Fee PHP 50 Service Fee PHP 50 Sticker Fee PHP 50 Business Plate PHP 250 Garbage Fee PHP 100 Occupational Fee PHP 200/person Sanitary Fee PHP 200-small Business 500-big Business Beer Ret. PHP 200 Cig. Ret PHP 50 Vino Ret. PHP 50 Weighing Scale 10 kilos – PHP 50 60 kilos – PHP 100 300 kilos –	10 minutes	<i>Revenue Collection Clerk I (Mun. Treasury Office)</i>



		PHP 150 1000 kilos – PHP 300		
8. Releasing of Business Permit: Present 1 original and 1 photocopy of Official Receipt (O.R.) and Unified Application Form and requirements	8. Receive documents and validate documents presented then release original Business Permit	None	10 minutes	<i>Municipal Mayor</i> (Mayor's Office)
TOTAL		PHP 2,250.00	50 minutes	



15. Mayor's Permit for Tricycle

Services rendered to tricycle owner

Office or Division:	Economic Enterprise			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail?	Tricycle Owner			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Xerox copy of O.R.		LTO Tarlac		
2. Xerox copy of C.R.		LTO Tarlac		
3. Xerox copy of Cedula		Window # 1 Cashier		
4. Xerox copy of Driver's License		LTO Tarlac		
5. Certification of TODA President (Original)		TODA Association		
6. Barangay Clearance (Original)		Barangay Hall, where the franchise is located		
7. Police Clearance (Original)		Police Station- Santa Ignacia		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1. Check the requirements	None	1 minute	<i>Admin Aide III</i> (Economic Enterprise Office)
2. Assess payment	2. Review and check the assessment of Tricycle Permit	None	10 minutes	<i>Cashier II</i> (Mun. Treasury Office)
3. Payment of Tricycle Permit	3. Issue Official Receipt for Tricycle Permit	Application fee - PHP 150 Mayor's Permit - PHP 50 Sticker fee - PHP 30 Plate - PHP 90 Health and Sanitary - PHP 30 Parking fee - PHP 180	10 minutes	<i>Revenue Collection Clerk I</i> (Mun. Treasury Office)
4. Releasing of Tricycle Permit	4. Received documents and validate documents presented	None	10 minutes	<i>Admin Aide III</i> (Economic Enterprise Office)
TOTAL		PHP 530.00	30 minutes	



16. Market Sweepers

Services rendered to market vendors

Office or Division:	Economic Enterprise Office			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail?	Market (All)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	Clean the Market	None	8:00 pm to 12 midnight 1:00 am to 4:00am	<i>Economic Enterprise Office-ICO</i> (Economic Enterprise Office)
TOTAL		None	8 hours	

17. Market Guard

Services rendered to the Market

Office or Division:	Economic Enterprise Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail?	Market			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	Guard the Market	None	8:00 pm to 12 midnight 1:00 am to 4:00am	<i>Economic Enterprise Office-ICO</i> (Economic Enterprise Office)
TOTAL		None	8 Hours	



Municipal Health Office

External Services



18. Expanded Program on Immunization (EPI) Service

The Expanded Program on Immunization (EPI) program of our health center caters infants/children ages 0-12 months old in the municipality every Wednesday. The said target group have access to routinely recommended infant/childhood vaccines, namely; BCG, OPV, IPV, Pentavalent, PCV and MMR, free of charge.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All children of the Municipality of Santa Ignacia ages 0- 1 year old			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Early Childhood Care and Development Card		Municipal Health Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook and secure queue number	1.1. Dispense Queue Number	None	1 minute	Midwife/Nurse (Mun. Health Office)
2. Submit Immunization Card (Early Childhood Care& Development Card)	2.1. Retrieve queue number 2.2. Check and encode immunization status	None	10 Minutes (Under normal circumstances)	Midwife/Nurse (Mun. Health Office)
	3.1. Provide vaccine needed 3.2. Affix signature of vaccinator to the card 3.3. Write/ instruct schedule of next visit	None	5 Minutes (Under normal circumstances)	Midwife/Nurse (Mun. Health Office)
TOTAL		None	16 Minutes	



19. Delivery/ Birthing Service

The birthing facility of the municipality is open 24 hours 7 days a week, catering low risk multi-partum mothers seeking Normal Spontaneous Delivery. It is also a PhilHealth Accredited facility

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All Low- Risk Multi-partum Mothers of the Municipality of Santa Ignacia seeking Normal Spontaneous Delivery (NSD)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Home Based Mother's Record	Municipal Health Office			
2. PhilHealth ID Card/ MDR (photocopy)	PhilHealth Office (Metrotown Mall, Tarlac City)			
3. Certificate of Live Birth (photocopy)	Municipal Health Office and Municipal Local Civil Registrar Office			
4. PhilHealth CSF, CF2, CF3	Municipal Health Office			
5. Official Receipt of Payment (Non-PhilHealth Member)	Municipal Treasurer's Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents for admission	1.1. Check if required documents are complete as basis for health service 1.2. Get vital signs and do Internal Examination 1.3. Admit patient and monitor progress of labor until delivery of the baby 1.4. Provide post partum care and Newborn Care 1.5. Assist in filing Birth Certificate.	PHP 2,000 for non-PhilHealth members/ Free for PhilHealth members	2 Days (Under normal progress of labor and delivery)	Midwife/Nurse (Mun. Health Office)



<p>2. Provide personal information needed for filing Certificate of Live Birth.</p>	<p>2.1. Encode information in the Certificate of Live Birth form. 2.2. Release accomplished Certificate of Live Birth form and advice client to proceed to LCR for registration 2.3. Request a photocopy of registered birth certificate form parents (for PhilHealth Member)</p>	<p>None</p>	<p>30 minutes (under normal circumstances)</p>	<p><i>Midwife/Nurse</i> (Mun. Health Office)</p>
<p>3. Submit documents or Official Receipt of Payment before discharge</p>	<p>3.1. Check if CSF, CF2, CF3 are completely and correctly filled-up (for PhilHealth Member) or Official Receipt of Payment (for Non-PhilHealth member)</p>	<p>PHP 2,000 for non-PhilHealth members/ Free for PhilHealth members</p>	<p>5 minutes</p>	<p><i>Midwife/Nurse</i> (Mun. Health Office)</p>
<p style="text-align: right;">TOTAL</p>		<p>PHP 4,000 (Non-PhilHealth)/ None (PhilHealth)</p>	<p>2 Days, 35 Minutes</p>	



20. Facilitating Application for Birth Certificate

To ensure accurate and timely registration of newborn babies, the unit renders assistance to parents in applying and securing for Certificate of Live Birth.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All births from the Municipality of Santa Ignacia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Registered Marriage Contract		LCR		
2. Affidavit for Illegitimate Child		Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook and secure queue number	1.1. Dispense Queue Number	None	1 minute	Midwife/Nurse (Mun. Health Office)
2. Provide information and required documents (Registered Marriage Contract or Affidavit for Illegitimate Child)	2.1. Retrieve Queue Number 2.2. Encode information in the Certificate of Live Birth form 2.3. Release accomplished Certificate of Live Birth form and advice client to proceed to LCR for registration	None	30 minutes (under normal circumstances)	Midwife/Nurse (Mun. Health Office)
TOTAL		None	31 Minutes	



21. Facilitating the Application of Death Certificate

To ensure the accuracy and timely registration of deaths in the municipality, the unit assists the client in the application of Death Certificate of their departed family member.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All deaths from the Municipality of Santa Ignacia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Certificate (Certificate of residency)		Barangay Captain		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook and secure queue number	1.1. Dispense Queue Number	None	1 minute	<i>Midwife/Nurse</i> (Mun. Health Office)
2. Provide information and required documents (Certificate of residency)	2.1. Retrieve Queue Number 2.2. Encode initial information in the Death Certificate form.	None	30 minutes (under normal circumstances)	<i>Midwife/Nurse</i> (Mun. Health Office)
3. Proceed to the Municipal Health Officer	3.1. Complete data and affix signature in the Death Certificate form 3.2. Release Death Certificate and advice client to proceed to LCR for registration	None	10 minutes (under normal circumstances)	<i>Municipal Health Officer</i> (Mun. Health Office)
TOTAL		None	41 minutes	



22. Pre-Natal Services

The schedule for Pre-Natal Service of the Municipal Health Office is every Tuesday of the week, catering all pregnant women of the municipality.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All Pregnant Women of the Municipality of Santa Ignacia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Home Based Mother's Record		Municipal Health Office		
2. Official Receipt of Payment (if with laboratory services)		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook and secure queue number	1.1. Dispense Queue Number	None	1 minute	<i>Midwife/Nurse</i> (Mun. Health Office)
2. Submit required documents (Home Based Mother's Record/HBMR)	2.1. Retrieve queue number 2.2. Check and assess client. 2.3. If no further laboratory examination needed, encode the services rendered and sign HBMR and schedule the next visit 2.4. If Laboratory Examination, fill-up request form.	None	30 minutes (under normal circumstances)	<i>Midwife/Nurse</i> (Mun. Health Office)



<p>3. (If with Laboratory Examination) proceed to Laboratory Room and present request form</p>	<p>3.1. Receive request form 3.2. Get needed specimen 3.3. Encode result and release result with signature</p>	<p>Blood Typing and Syphilis Test - None Urinalysis and Fecalalysis, CBC - PHP 50.00/Test CBC - PHP100.00</p>	<p>1 Hour (under normal circumstances)</p>	<p><i>Medical Technologist (Mun. Health Office)</i></p>
	<p>4.1. Interpret the result and provide treatment if needed.</p>	<p>None</p>	<p>10 Minutes (under normal circumstances)</p>	<p><i>Municipal Health Officer/ Rural Health Physician (Mun. Health Office)</i></p>
	<p>5.1. Sign HBMR and schedule the next visit</p>	<p>None</p>	<p>1 Minute (under normal circumstances)</p>	<p><i>Midwife/ Nurse (Mun. Health Office)</i></p>
TOTAL		<p>None to PHP100.00</p>	<p>1 Hour, 42 Minutes</p>	



23. Securing Sanitary Permit and Health Certificate

To guarantee the cleanliness of all the establishments, the unit is in-charge in the enforcement of sanitation law and ordinances in the municipality. The unit issues Sanitary Permit to operate business establishment after completion of all the requirements and actual inspection, if needed. While Health cards are being issued to food handlers after submitting laboratory and x-ray results.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All establishment within the Municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. X-ray Result		Municipal Health Office		
2. Laboratory Result (Urinalysis, Fecalysis)		Municipal Health Office		
3. Official Receipt of Payment (for Health Certificate)		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook and secure queue number	1.1. Dispense Queue Number	None	1 minute	<i>Midwife/Nurse</i> (Mun. Health Office)
2. Submit required documents and Official Receipt of Payment	2.1. Retrieve queue number 2.2. Assess completeness of documents	Health Certificate- P 50.00 Sanitary permit (depending on the type of establishment being applied)	10 minutes (under normal circumstances)	<i>Sanitary Inspector</i> (Mun. Health Office)
	3.1. Sign and release Sanitary Permit or Health Certificate	None	1 minute (under normal circumstances)	<i>Sanitary Inspector and Municipal Health Officer</i> (Mun. Health Office)
TOTAL		PHP 50.00	12 minutes	



24. Pre-marriage Certificate/ License and Family Planning

In obtaining Pre-marriage Certificate/ License, couple should attend seminar/ counselling every Thursday at 8:00 AM, being facilitated by the Municipal Health Office, Municipal Social Development Office, Department of Agriculture and Philippine National Police.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All resident of Santa Ignacia applying for Marriage License			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application for Marriage License		LCR		
2. PMC Data Form		MHO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook and secure queue number	1.1. Dispense Queue Number	None	1 minute	<i>Midwife/Nurse</i> (Mun. Health Office)
2. Fill-up PMC Data Form	2.1. Collect and check Data Form 2.2. Gather couple in the Conference Room 2.3. Conduct the seminar	None	6 Hours	<i>MHO, MSDWO, PNP, DA</i> (LGU Santa Ignacia)
	3.1. Prepare and encode the Certificate 3.2. Sign and release the certificate	None	5 minutes	<i>MHO, MSDWO, PNP, DA</i> (LGU Santa Ignacia)
TOTAL		None	6 Hours, 6 Minutes	



25. Family Planning Service

Family Planning Service in the Municipal Health Office is available from Mondays to Fridays, from 8:00AM until 5:00PM, providing different family planning commodities, free of charge.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All residents of Santa Ignacia of Reproductive Age			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook and get queue number	1.1. Dispense queue number	None	1 minutes	<i>Midwife/Nurse</i> (Mun. Health Office)
2. Provide personal information	2.1. Retrieve queue number 2.2. Check Blood Pressure 2.3. Fill-up Family Planning Form 2.4. Conduct counselling 2.5. Provide FP commodity of choice 2.6. Schedule next visit	None	30 minutes (under normal circumstances)	<i>Midwife/Nurse</i> (Mun. Health Office)
TOTAL		None	31 Minutes	



26. Dental Health Services

The Dental Health Unit offers service but limited only to dental extraction and fluoride application. The unit is open Mondays to Fridays, from 8:00Am- 5:00 PM.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All residents of Santa Ignacia for Dental Extraction			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PhilHealth ID Card				
2. Official Receipt of payment		Treasury		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook and get queue number	1.1. Dispense queue number and order of payment (for non Philhealth member)	None	1 minutes	Midwife/Nurse (Mun. Health Office)
2. (For non Philhealth member) Pay required fees at the Cashiers office and submit Official receipt of Payment	2.1. Retrieve queue number 2.2. Check Blood Pressure 2.3. For client with Normal Blood Pressure, 2.4. For hypertensive patient, refer to the MHO for consultation. (see Consultation Process)	None	5 minutes (under normal circumstances)	Dentist 1 (Mun. Health Office)
	3.1. Extract Tooth 3.2. Prescribe medicine	None	1 hour	Dentist 1 (Mun. Health Office)
TOTAL		None	1 hour, 6 Minutes	



27. Medical Consultation/ Medical Certificate and Medico Legal

The office offers free consultations daily, from Mondays to Fridays, 8:00AM to 5:00PM. The office is also mandated to issue medical certificates for those applying for jobs, clearance for athletes, for job immersions and others. While Medico-legal is issued upon the referral of the Philippine National Police.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All residents of Santa Ignacia for medical consultation			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PhilHealth ID Card				
2. Official Receipt of payment (for Medical and Medico- Legal Certificate)		Treasury		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook and get queue number	1.1. Dispense queue number	None	1 minute	Midwife/Nurse (Mun. Health Office)
	2.1. Retrieve queue number and admit client 2.2. Check and Encode Vital Signs and chief complaint	None	5 minutes (under normal circumstances)	Midwife/Nurse (Mun. Health Office)
	3.1. Conduct medical examination on client. 3.2. Prescribe medicine and schedule follow-up check-up if needed.	None	15 minutes (under normal circumstances)	Municipal Health Officer (Mun. Health Office)
4. If requesting for Medical Certificate or Medico Legal, pay required fees at the Cashier	4.1. Issue Medical Certificate/Medico Legal	Medical Certificate PHP 50	1 Hour	Municipal Health Officer (Mun. Health Office)
TOTAL		PHP 50	1 hour, 26 Minutes	



28. Laboratory Services

The unit offers laboratory examinations namely; Complete Blood Chemistry (CBC), Urinalysis, Fecalysis, Blood Typing, Syphilis Test, HIV Test, RDT and Sputum Exam. It is open Monday to Friday, from 8:00 AM until 5:00 PM. Free for those clients with PhilHealth and with minimal charges for Non-PhilHealth members.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All residents of Santa Ignacia for laboratory examination			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PhilHealth ID Card		PhilHealth – Tarlac Branch		
2. Official Receipt of payment		Treasury		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook and get queue number	1.1. Dispense queue number	None	1 minute	<i>Midwife/Nurse</i> (Mun. Health Office)
2. Fill up laboratory request form	2.1. Retrieve queue number and laboratory request form 2.2. Issue order of payment	None	5 minutes (under normal circumstances)	<i>Medical Technologist</i> (Mun. Health Office)
3. For Non-PhilHealth member, pay required fees at the cashier and present official receipt of payment	3.1. Conduct laboratory procedure requested 3.2. Sign and Issue Laboratory Result	Blood Typing, RDT, HIV Test, Sputum, Syphilis Test - None Urinalysis and Fecalysis - PHP50.00/ Test CBC - PHP100.00	2 hours	<i>Medical Technologist</i> (Mun. Health Office)
TOTAL		PHP150.00	6 Minutes 2 hours	



29. Securing Ambulance Request

The ambulance vehicle of the municipality can be requested and used by the constituents of Santa Ignacia, the indigents in particular, after securing ambulance request.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All residents of Santa Ignacia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Ambulance request form		Municipal Health Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook and provide information	1.1. Fill-up request form	None	2 minutes	<i>Midwife/Nurse</i> (Mun. Health Office)
2. Receive and submit the request form to the Mayor's Office for the approval	2.1. Validate and recommend approval of the request form	None	2 minutes (under normal circumstances)	<i>Municipal Health Officer</i> (Mun. Health Office)
TOTAL		None	4 minutes	



30. Securing Complete Treatment Pack (COMPACT) Medicine

COMPACT medicines are provided for free to identified beneficiaries with hypertension and diabetes.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All residents of Santa Ignacia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. NCD Booklet		Municipal Health Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook and get queue number	1.1. Dispense queue number	None	1 minutes	<i>Midwife/Nurse</i> (Mun. Health Office)
2. Provide NCD booklet and sign the dispense form	2.1. Retrieve queue number 2.2. Secure NCD booklet 2.3. Check Blood Pressure 2.4. Dispense compact medicines needed 2.5. Sign the NCD booklet	None	5 minutes (under normal circumstances)	<i>Midwife/Nurse</i> (Mun. Health Office)
TOTAL		None	6 Minutes	



31. Tuberculosis Direct Observed Treatment Short Course (TB-DOTS) Services

TB DOTS program starts with the identification of TB cases in the municipality thru different laboratory exams. After which, free TB medicines are given to patients with positive results. The facility is open, Mondays to Fridays, from 8:00 AM- 5:00PM.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All residents of Santa Ignacia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PhilHealth ID Card		PhilHealth – Tarlac		
2. Chest X-ray		Government and Private Hospital		
3. DSSM or GENE Xpert Result		Municipal Health Office Laboratory		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook and get queue number	1.1. Dispense queue number	None	1 minutes	Midwife/Nurse (Mun. Health Office)
	2.1. Retrieve queue number 2.2. Check Chest X-ray Result 2.3. Fill-up NTP Form for Sputum Exam (for DSSM or Gene Xpert) and dispense National Tuberculosis Program (NTP) Form	None	5 minutes (under normal circumstances)	Midwife/Nurse (Mun. Health Office)
3. Proceed to Laboratory and submit specimen	3.1. Collect NTP Form and specimen and conduct laboratory examination 3.2. Print and dispense result to the patient or authorize representative	None	1 day	Medical Technologist (Mun. Health Office)



4.Submit result (Chest X-ray and DSSM or Gene Xpert) and Philhealth number	4.1.Review results 4.2. Register patient in TB Registry Form 4.3. Conduct counselling and Health teachings 4.4. Provide NTP drugs and start the medication program. 4.5.Instruct patient on next schedule of visit	None	15 minutes	<i>Midwife/Nurse</i> (Mun. Health Office)
TOTAL		None	1 day and 21 minutes	



32. Leprosy Program Services

Municipal Health Office is providing free treatment and medications to patients found positive with leprosy. The facility is open Mondays to Fridays, from 8:00AM- 5:00PM

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All residents of Santa Ignacia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Register in the logbook and get queue number	1.1.Dispense queue number	None	1 minutes	<i>Midwife/Nurse</i> (Mun. Health Office)
	2.1.Retrieve queue number 2.2. Check for height and weight 2.2. Assess/ examine the client and Fill up Leprosy Form 2.3. Instruct patient regarding the medication intake schedule and provide health teachings 2.4. Dispense the medicine and instruct schedule of next visit	None	30 minutes (under normal circumstances)	<i>Midwife/Nurse</i> (Mun. Health Office)
TOTAL		None	31 minutes	



Office of the Municipal Assessor

External Services



33. Transfer of Ownership (Residents)

Updated copy of Tax Declaration is issued upon transfer of ownership of subject property from previous owner to the new owner by virtue of a transferred title or a registered deed of conveyance for untitled property, and other supporting documents.

Office or Division:	Municipal Assessor's Office		
Classification:	Simple		
Type of Transaction:	G2C - Government to Citizen		
Who may avail:	All registered property owners, their heirs, authorized representatives, or any interested party (e.g. banks, other financial institutions, etc.)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter request of the Owner or Heir (if the owner is already deceased).		If Representative: Letter of Authorization from the Owner (with valid ID of the owner and representative)	
2. Certified True Copy of the Title or Photocopy of the title but must present the Original owner's copy		Registry of Deeds - Tarlac	
3. Registered Deed of Conveyance (Sale, Donation, Extra-Judicial Succession, Lien, etc.)		Registry of Deeds - Tarlac	
4. Photocopy of Transfer Tax / Certificate of payment of Transfer Tax		Provincial Treasury Office	
5. Certified True Copy or photocopy of Certificate Authorizing Registration (CAR)		Bureau of Internal Revenue - Paniqui, Tarlac	
6. Sworn Statement of the True Current and Fair Market Value of the Real Property		Municipal Assessor's Office (Window 7)	
7. Official Receipt 7.1. Real Property Tax receipt for the current year or certificate of no tax delinquency 7.2. Service fee		Municipal Treasury Office (Window 1)	
8. Community Tax Certificate		Municipal Treasury Office (Window 1)	



CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1 Evaluate completeness of required documents. 1.2 Issue payment order	PHP 200	10 Minutes	<i>Admin Aide II</i> (Municipal Assessor's Office Window 7)
2. Present OR Wait	2.1 Check OR if payment is correct 2.2 Issue claim stub	None	5 Minutes	<i>Admin Aide II</i> or <i>Admin Aide I</i> (Municipal Assessor's Office Window 7)
	2.3. Request Assessment of Real Property Number (ARPN) from the Provincial Assessor's Office	None	1 Day	
	2.4. Verify Records; Prepare & review the transferred TD and NOA; Approved the transferred TD and NOA	None	1 Day	<i>Admin Aide I</i> <i>LAOO I</i> <i>Municipal Assessor</i> (Municipal Assessor's Office Window 7)
3. Receive approved transferred TD and NOA	2.5. Release the approved transferred TD and NOA			<i>Admin Aide II</i> (Municipal Assessor's Office Window 7)
TOTAL		PHP 200	2 Days, 15 minutes	



34. Property Segregation/Subdivision/Consolidation (Residents)

Updated copy of Tax Declaration is issued upon property segregation, subdivision or consolidation of subject property by virtue of an approved subdivision or consolidation plan, and other supporting documents.

Office or Division:	Municipal Assessor's Office			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All registered property owners, their heirs, authorized representatives, or any interested party (e.g. banks, other financial institutions, etc.)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request of the Owner or Heir (if the owner is already deceased).		If Representative: Letter of Authorization from the Owner (with valid ID of the Owner and representative)		
2. Certified True Copy of the Title or Photocopy of the title but must present the Original owner's copy		Registry of Deeds - Tarlac		
3. Approved Survey / Subdivision / Consolidation Plan (Blueprint/Whiteprint)		Bureau of Lands – San Fernando, Pampanga / Land Registration Authority – Quezon City		
4. Agreement of Partition/ Subdivision/ Consolidation (Duly notarized)		Registry of Deeds - Tarlac		
5. Official Receipt 5.1 Real Property Tax or Certificate of no Delinquency 5.2 Service fee		Municipal Treasury Office (Window 1)		
6. Community Tax Certificate		Municipal Treasury Office (Window 1)		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1 Evaluate and assess documents 1.1. Issue payment order	PHP 200	10 Minutes	<i>Admin Aide II</i> (Municipal Assessor's Office)
2. Present OR Wait	2.1 Check OR if payment is correct 2.2. Issue claim stub	None	5 Minutes	<i>Admin Aide II</i> (Municipal Assessor's Office)



	2.3. Submit all documents to the Provincial Assessor's Office for the evaluation, preparation of tax declaration, updating of tax map and approval of the new tax declaration	None	12 Days	<i>Municipal Assessor LAOO I (Municipal Assessor's Office)</i>
	2.4. Check if all properties were issued tax declaration 2.5. Update Municipal Assessor's records 2.6. Prepare NOA	None	1 Day	<i>Admin Aide II Admin Aide I (Municipal Assessor's Office)</i>
3. Receive approved declared TD and NOA	2.7 Approve NOA	None	1 Day	<i>Municipal Assessor (Municipal Assessor's Office)</i>
	2.8. Release the approved declared TD and NOA	None	1 Day	<i>Admin Aide II (Municipal Assessor's Office)</i>
TOTAL		PHP 200	15 Days, 15 Minutes	



35. Property Segregation/ Subdivision /Consolidation with Transfer Of Ownership (Residents)

Updated copy of Tax Declaration is issued upon property segregation, subdivision or consolidation with transfer of ownership of subject property from previous owner to the new owner/s by virtue of an approved subdivision or consolidation plan, transferred title or a registered deed of conveyance for untitled property, and other supporting documents.

Office or Division:	Municipal Assessor's Office			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All registered property owners, their heirs, authorized representatives, or any interested party (e.g. banks, other financial institutions, etc.)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request of the Owner or Heir (if the owner is already deceased).		If Representative: Letter of Authorization from the Owner (with valid ID of the Owner and representative)		
2. Certified True Copy of the Title or Photocopy of the title but must present the Original owner's copy		Registry of Deeds - Tarlac		
3. Approved Survey / Subdivision / Consolidation Plan (Blueprint/Whiteprint)		Municipal Engineering Office (Window 3)		
4. Agreement of Partition/ Subdivision/ Consolidation (Duly notarized)		Registry of Deeds – Tarlac / Notary Public / RTC		
5. Official Receipt		Municipal Treasury Office (Window 1)		
5.1 Real Property Tax or Certificate of no Delinquency		Municipal Treasury Office (Window 1)		
5.2 Service fee		Municipal Treasury Office (Window 1)		
5.3 Capital Gains Tax or Certificate of payment		Bureau of Internal Revenue – Paniqui, Tarlac		
5.4 Transfer Tax or Certificate of payment		Provincial Treasury Office		
6. Community Tax Certificate		Municipal Treasury Office (Window 1)		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1 Evaluate and assess documents 1.2. Issue payment order	PHP 200	10 Minutes	Admin Aide II (Municipal Assessor's Office)
2. Present OR Wait	2.1. Check OR if payment is correct Issue claim stub	None	5 Minutes	Admin Aide II (Municipal Assessor's Office)



	2.3. Submit all documents to the Provincial Assessor's Office for the evaluation, preparation of tax declaration, updating of tax map and approval of the new tax declaration	None	12 Days	<i>Municipal Assessor LAOO I (Municipal Assessor's Office)</i>
	2.4. Update Municipal Assessor's records 2.5. Prepare NOA	None	1 Day	<i>Admin Aide II or Admin Aide I (Municipal Assessor's Office)</i>
	2.6. Approve NOA	None	1 Day	<i>Municipal Assessor (Municipal Assessor's Office)</i>
3. Receive approved transferred/re-declared TD and NOA	2.7. Release the approved transferred/ re-declared TD and NOA	None	1 Day	<i>Admin Aide II (Municipal Assessor's Office)</i>
TOTAL		PHP 200	15 Days, 15 Minutes	



36. New Discovery - Land (Titled or Untitled) (Residents)

Tax declarations are issued on the discovered undeclared land, subject to 10 years back taxes.

Office or Division:	Municipal Assessor's Office		
Classification:	Complex		
Type of Transaction:	G2C - Government to Citizen		
Who may avail:	All registered property owners, their heirs, authorized representatives, or any interested party (e.g. banks, other financial institutions, etc.)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter request of the Owner or Heir (if the owner is already deceased).		If Representative: Letter of Authorization from the Owner (with valid ID of the Owner and representative)	
2. Approved Survey plan (Subdivision / Consolidation Plan) & Blueprint / Whiteprint		Bureau of Lands – San Fernando, Pampanga	
3. DENR Certification (within Alienable and Sustainable area)		Department of Environment and Natural Resources – Malacampa, Tarlac	
4. Barangay Certification (Possession/Occupancy)		Barangay Hall	
5. Inspection Report and Picture of the subject property.		Municipal Assessor Office (Window)	
6. Affidavit of Ownership/Sworn Statement		Municipal Assessor Office	
7. Certified True Copy of Title or Photocopy but must present the Original Owner's Copy		Registry of Deeds - Tarlac	
8. Deed of Conveyance, if applicant is not the same with the registered owner in the TD; and, if title is already Transfer Certificate of Title (TCT)		Registry of Deeds – Tarlac / Notay Public / RTC	
9. CAR (if there is a deed of conveyance)		Bureau of Internal Revenue – Paniqui, Tarlac	
10. Official Receipt		Provincial Treasury Office	
10.1 Real Property Tax payment		Municipal Treasury Office (Window 1)	
10.2 Service fee		Municipal Treasury Office (Window 1)	
10.3 Capital Gains Tax or Certificate of payment (if transferred and titled)		Bureau of Internal Revenue – Paniqui, Tarlac	
10.4 Transfer Tax or Certificate of payment (if transferred and titled)		Bureau of Internal Revenue – Paniqui, Tarlac	
11. Community Tax Certificate		Municipal Treasury Office (Window 1)	



CLIENTS STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1 Evaluate and assess documents 1.2 Issue payment order	PHP 200	10 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
2. Present OR	2.1 Check OR if payment is correct 2.2 Issue claim stub	None	5 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
3.1 Assist property Appraiser/Assessor	3.1 Conduct ocular inspection and measurement of the building; prepare Field Appraisal Assessment Sheet (FAAS), Tax Declaration (TD), and Notice of Assessment (NOA)	None	12 Days	<i>Admin Aide I</i> <i>Admin Aide I</i> & <i>Municipal Assessor</i> (Mun. Assessor's Office)
	3.2. Review and evaluate FAAS and TD	None	1 Day	<i>LAOO I</i> (Mun. Assessor's Office)
	2.3 Approve FAAS, newly issued TD, and NOA	None	1 Day	<i>Municipal Assessor</i> (Mun. Assessor's Office)
	3.2 Receive approved newly issued TD and NOA	3.4 Release the approved newly issued TD and NOA	None	1 Day
TOTAL		PHP 200	15 Days, 15 Minutes	



37. New Discovery: Machinery, Building, and Other Improvements (Residents)

Tax declaration is issued on the discovered newly constructed building, newly installed machinery, or any other previously undeclared building.

Office or Division:	Assessor's Office			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All registered property owners, their heirs, authorized representatives, or any interested party (e.g. banks, other financial institutions, etc.)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request of the Owner or Heir (if the owner is already deceased).		If Representative: Letter of Authorization from the Owner (with valid ID of the Owner and representative)		
2. Copy of the approved building permit		Municipal Engineering Office (Window 3)		
3. Copy of approved building plan		Municipal Engineering Office (Window 3)		
4. Certificate of Completion or Certificate of Occupancy permit		Municipal Engineering Office (Window 3)		
6. Inspection Report and Picture of the subject property		Municipal Assessors Office (Window 7)		
7. Affidavit of ownership/Sworn Statement		Municipal Assessors Office (Window 7)		
8. Community Tax Certificate		Municipal Treasury Office (Window 1)		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1 Evaluate and assess documents 1.2 Issue payment order	PHP 200	10 Minutes	<i>Admin Aide I</i> (Mun. Assessor's Office)
2. Present OR	2.1 Check OR if payment is correct 1.2 Issue claim stub	None	5 Minutes	<i>Admin Aide I</i> (Mun. Assessor's Office)
3. Assist property Appraiser/Assessor	3.1 Conduct ocular inspection and measurement of the building; prepare Field Appraisal Assessment Sheet (FAAS), Tax Declaration (TD), and Notice of Assessment (NOA)	None	12 Days	<i>Admin Aide I</i> <i>Admin Aide I</i> <i>Municipal Assessor</i> (Mun. Assessor's Office)



	3.2 Review and evaluate FAAS and TD	None	1 Day	<i>LAOO I</i> (Mun. Assessor's Office)
	3.3 Approve FAAS, newly issued TD, and NOA	None	1 Day	<i>Municipal Assessor</i> (Mun. Assessor's Office)
4. Receive approved newly issued TD and NOA	3.4 Release the approved newly issued TD and NOA	None	1 Day	<i>Admin Aide II</i> (Mun. Assessor's Office)
TOTAL		PHP 200	15 Days, 15 Minutes	



38. Reassessment or Change of Classification - Land (Residents)

Updated tax declaration is issued to effect correction of data, reassessment or change of classification of the land as per actual use.

Office or Division:	Municipal Assessor's Office			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All registered property owners, their heirs, authorized representatives, or any interested party (e.g. banks, other financial institutions, etc.)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request of the Owner or Heir (if the owner is already deceased).		If Representative: Letter of Authorization from the Owner (with valid ID of the Owner and representative)		
2. Certified True Copy of Title or Photocopy but must present the Original Owner's Copy		Registry of Deeds - Tarlac		
3. Inspection Report and Picture of the subject property		Municipal Assessor Office		
4. Affidavit of ownership/Sworn Statement		Municipal Assessor Office		
5. Official Receipt 5.1 Real Property Tax or Certificate of no 5.2 Delinquency 5.3 Service fee		Municipal Treasury Office		
6. Community Tax Certificate		Municipal Treasury Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1 Evaluate and assess documents 1.2 Issue payment order	PHP 350	10 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
2. Present OR	2.1 Check OR if payment is correct 2.2 Issue claim stub	None	5 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
3.1 Assist property inspector/appraiser	3.1 Conduct ocular inspection; prepare Field Appraisal Assessment Sheet (FAAS), Tax Declaration (TD), and Notice of Assessment (NOA)	None	12 Days	<i>Admin Aide I</i> <i>Admin Aide I</i> <i>Municipal Assessor</i> (Mun. Assessor's Office)



3.2 Receive approved newly issued TD and NOA	3.2 Review and evaluate FAAS and TD	None	1 Day	<i>LAOO I</i> (Mun. Assessor's Office)
	3.3 Approve FAAS, newly issued TD, and NOA	None	1 Day	<i>Municipal Assessor</i> (Mun. Assessor's Office)
	3.4 Release the approved newly issued TD and NOA	None	1 Day	<i>Admin Aide II</i> (Mun. Assessor's Office)
TOTAL		PHP 350	15 Days, 15 Minutes	



39. Reassessment or Change Of Classification – Machinery, Building And Other Improvement (Residents)

Updated tax declaration is issued to effect correction of data, reassessment or change of classification of the building or machinery as per actual use.

Office or Division:	Assessor's Office			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All registered property owners, their heirs, authorized representatives, or any interested party (e.g. banks, other financial institutions, etc.)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request of the Owner or Heir (if the owner is already deceased).		If Representative: Letter of Authorization from the Owner (with valid ID of the Owner and representative)		
2. Inspection Report and Picture of the subject property		Municipal Assessor Office (Window 7)		
3. Affidavit of ownership/Sworn Statement		Municipal Assessors Office		
4. Official Receipt 4.1 Real Property Tax or Certificate of no Delinquency 4.2 Service fee		Municipal Treasury Office		
5. Community Tax Certificate		Municipal Treasury Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1 Evaluate and assess documents 1.2 Issue payment order	PHP 350.00	10 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
2. Present OR	1.3 Check OR if payment is correct 1.4 Issue claim stub	None	5 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
3.1 Assist property inspector/appraiser	3.1 Conduct ocular inspection; prepare Field Appraisal Assessment Sheet (FAAS), Tax Declaration (TD), and Notice of Assessment (NOA)	None	12 Days	<i>Admin Aide I</i> <i>Admin Aide I</i> <i>Municipal Assessor</i> (Mun. Assessor's Office)



3.2 Receive approved newly issued TD and NOA	3.2 Review and evaluate FAAS and TD	None	1 Day	<i>LAOO I</i> (Mun. Assessor's Office)
	3.3 Approve FAAS, newly issued TD, and NOA	None	1 Day	<i>Municipal Assessor</i> (Mun. Assessor's Office)
	3.4 Release the approved newly issued TD and NOA	None	1 Day	<i>Admin Aide II</i> (Mun. Assessor's Office)
TOTAL		PHP 350.00	15 Days, 15 Minutes	



40. Correction of Data or Assessment (Residents)

Updated tax declaration is issued to effect correction of data or assessment due to change in the physical attributes of the subject property.

Office or Division:	Assessor's Office			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All registered property owners, their heirs, authorized representatives, or any interested party (e.g. banks, other financial institutions, etc.)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request of the Owner or Heir (if the owner is already deceased).		If Representative: Letter of Authorization from the Owner (with valid ID of the Owner and representative)		
2. Title of the property—Certified copy/Photo copy (present original owner's copy)		Registry of Deeds – Tarlac		
3. Inspection Report and Picture of the subject property		Municipal Assessors Office		
4. Renovation permit, if necessary		Municipal Engineering Office		
5. As built plan or renovation plan, if necessary		Municipal Engineering Office/Civil Engineer		
6. Official Receipt 6.1 Real Property Tax or Certificate of no Delinquency 6.2 Service fee		Municipal Treasury Office		
7. Community Tax Certificate		Municipal Treasury Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1 Evaluate and assess documents 1.2. Issue payment order	PHP 200.00	10 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
2. Present OR	2.1 Check OR if payment is correct 2.2. Issue claim stub	None	5 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
3.1 Assist property inspector/appraiser	3.1 Conduct ocular inspection; prepare Field Appraisal Assessment Sheet (FAAS), Tax Declaration (TD), and Notice of Assessment (NOA)	None	12 Days	<i>Admin Aide I</i> <i>Admin Aide I</i> <i>Municipal Assessor</i> (Mun. Assessor's Office)
	3.2. Review and evaluate FAAS and	None	1 Day	<i>LAOO I</i> (Mun. Assessor's Office)



3.2 Receive approved newly issued TD and NOA	TD			
	3.3 Approve FAAS, newly issued TD, and NOA	None	1 Day	<i>Municipal Assessor</i> (Mun. Assessor's Office)
	3.4 Release the approved newly issued TD and NOA	None	1 Day	<i>Admin Aide II</i> (Mun. Assessor's Office)
TOTAL		PHP 200.00	15 Days, 15 Minutes	



41. Cancellation of Tax Declaration (Residents)

Cancellation of tax declaration due to demolition or complete destruction of the subject property.

Office or Division:	Assessor's Office			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All registered property owners, their heirs, authorized representatives, or any interested party (e.g. banks, other financial institutions, etc.)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request of the Owner or Heir (if the owner is already deceased).		If Representative: Letter of Authorization from the Owner (with valid ID of the Owner and representative)		
2. Demolition permit/Barangay Certification		Municipal Engineering Office		
3. Inspection Report and Picture of the subject property		Municipal Assessor's Office		
4. Official Receipt 4.1 Real Property Tax or Certificate of no Delinquency 4.2 Service fee		Municipal Treasury Office		
5. Community Tax Certificate		Municipal Treasury Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1 Evaluate and assess documents 1.2 Issue payment order	PHP 100	10 Minutes	<i>Admin Aide I</i> (Mun. Assessor's Office)
2. Present OR	1.3 Check OR if payment is correct 1.4 Issue claim stub	None	5 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
3.1 Assist property inspector/appraiser	3.1. Conduct ocular inspection; prepare Notice of Cancellation 3.2. Submit all documents and Notice of Cancellation to the Provincial Assessor's Office for approval.	None	13 Days	<i>Admin Aide I</i> <i>Admin Aide I</i> <i>Municipal Assessor</i> (Mun. Assessor's Office)



3.2 Receive Notice of Cancellation	3.3. Check if Notice of Assessment has Cancellation Order Number 3.4. Update Municipal Assessor's records	None	1 Day	<i>Admin Aide II</i> <i>Admin Aide I</i> (Mun. Assessor's Office)
	3.5. Release the Notice of Cancellation	None	1 Day	<i>Admin Aide II</i> (Mun. Assessor's Office)
TOTAL		PHP 100	15 Days, 15 Minutes	



42. Certification of Assessment Records (Residents)

Tax declaration

With/no property holdings

With/no improvement

Others

Certification is issued to a taxpayer or his/her authorized representative for personal reference or for any legal purpose.

Office or Division:	Assessor's Office			
Classification:	SIMPLE			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All registered property owners, their heirs, authorized representatives, or any interested party (e.g. banks, other financial institutions, etc.)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request of the Owner or Heir (if the owner is already deceased).		If Representative: Letter of Authorization from the Owner (with valid ID of the Owner and representative)		
2. Title of the property—Certified copy/Photo copy		Registry of Deeds - Tarlac		
3. Official Receipt 3.1 Real Property Tax or Certificate of no Delinquency 3.2 Certification fee		Municipal Treasury Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1. Evaluate and assess documents 1.2. Verify records 1.3. Issue payment order	PHP 100.00	10 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
2.1 Present OR	2.1 Check OR if payment is correct	None	2 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
	2.2. Prepare requested certification	None	10 Minutes	<i>Admin Aide I</i> <i>Admin Aide I</i> (Mun. Assessor's Office)
	2.3. Review certification	None	5 Minutes	<i>LAOO I</i> (Mun. Assessor's Office)
	2.4. Approve certification	None	3 Minutes	<i>LAOO I</i> <i>Municipal Assessor</i> (Mun. Assessor's Office)



2.2 Receive approved certification	2.5. Release the approved certification	None	2 Minutes	Admin Aide II (Mun. Assessor's Office)
	TOTAL		PHP 100.00	

43. Verification of Assessment Records (Residents)

Verification of property data or history of real property ownership.

Office or Division:	Municipal Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All registered property owners, their heirs, authorized representatives, or any interested party (e.g. banks, other financial institutions, etc.)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request of the Owner or Heir (if the owner is already deceased).		If Representative: Letter of Authorization from the Owner (with valid ID of the Owner and representative)		
2. Title of the property—Certified copy/Photo copy (present original owner's copy)		Registry of Deeds - Tarlac		
3. Official Receipt 3.1 Real Property Tax or Certificate of no delinquency 3.2 Service fee		Municipal Treasury Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1. Evaluate and assess documents 1.2. Verify availability of records 1.3. Issue payment order	PHP 60.00	10 Minutes	Admin Aide II (Mun. Assessor's Office)
2.1 Present OR	2.1. Check OR if payment is correct	None	2 Minutes	Admin Aide II (Mun. Assessor's Office)
2.2 Receive necessary data and record	2.2. Provide necessary data or record	None	3 Minutes	Admin Aide I Admin Aide I (Mun. Assessor's Office)
TOTAL		PHP 60.00	15 Minutes	



44. Tax Map Verification (Residents)

Verification of property location in the tax map.

Office or Division:	Municipal Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All registered property owners, their heirs, authorized representatives, or any interested party (e.g. banks, other financial institutions, etc.)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request of the Owner or Heir (if the owner is already deceased).		If Representative: Letter of Authorization from the Owner (with valid ID of the Owner and representative)		
2. Title of the property—Certified copy/Photo copy (present original owner's copy)		Registry of Deeds - Tarlac		
3. Official Receipt 3.1 Real Property Tax or Certificate of no delinquency 3.2 Service fee		Municipal Treasury Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1. Evaluate and assess documents 1.2. Verify availability of records 1.3. Issue payment order	PHP 100.00	10 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
2.1 Present OR	2.1. Check OR if payment is correct	None	2 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
2.2 Receive necessary map	2.2. Provide necessary map	None	3 Minutes	<i>Admin Aide I</i> <i>Admin Aide I</i> (Mun. Assessor's Office)
TOTAL		PHP 100.00	15 Minutes	



45. Transfer Of Ownership (Businesses)

Updated copy of Tax Declaration is issued upon transfer of ownership of subject property from previous owner to the new owner by virtue of a transferred title or a registered deed of conveyance for untitled property, and other supporting documents.

Office or Division:	Municipal Assessor's Office		
Classification:	Simple		
Type of Transaction:	G2B - Government to Business		
Who may avail:	All businesses within Santa Ignacia and those entities that has no business in Santa Ignacia but has properties within the jurisdiction of the Municipality		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter request of the proprietor or Authorized Officer who shall act on behalf of the business entity.	If Representative: Letter of Authorization from the proprietor or Authorized Officer of the business (with valid ID of the Authorized Government Official and representative)		
2. Certified True Copy of the Title or Photocopy of the title but must present the Original owner's copy	Registry of Deeds - Tarlac		
3. Registered Deed of Conveyance (Sale, Donation, Extra-Judicial Succession, Lien, etc.)	Registry of Deeds- Tarlac / Notary Public		
4. Secretary's Certificate and Board Resolution, if corporation			
5. Photocopy of Transfer Tax / Certificate of payment of Transfer Tax	Provincial Treasury Office		
6. Certified True Copy or photocopy of Certificate Authorizing Registration (CAR)	Bureau of Internal Revenue – Paniqui, Tarlac		
7. Official Receipt 7.1. Real Property Tax receipt for the current year or certificate of no tax delinquency 7.2. Service fee	Municipal Treasury Office		



CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1. Evaluate completeness of required documents 1.2. Issue payment order	PHP 200.00	10 Minutes	Admin Aide II (Mun. Assessor's Office)
2.1 Present OR Wait	2.1. Check OR if payment is correct 2.2. Issue claim stub	None	5 Minutes	Admin Aide II Admin Aide I (Mun. Assessor's Office)
	2.3. Request Assessment of Real Property Number (ARN) from the Provincial Assessor's Office	None	1 Day	Admin Aide I Admin Aide I (Mun. Assessor's Office)
	2.4. Verify Records; Prepare & review the transferred TD and NOA; Approved the transferred TD and NOA	None	1 Day	Admin Aide I LAOO I Municipal Assessor (Mun. Assessor's Office)
2.2 Receive approved transferred TD and NOA	2.5. Release the approved transferred TD and NOA	None	1 Day	Admin Aide II (Mun. Assessor's Office)
TOTAL		PHP 200.00	3 Days, 15 Minutes	



46. Property Segregation / Subdivision / Consolidation (Businesses)

Updated copy of Tax Declaration is issued upon property segregation, subdivision or consolidation of subject property by virtue of an approved subdivision or consolidation plan, and other supporting documents.

Office or Division:	Municipal Assessor's Office			
Classification:	Complex			
Type of Transaction:	G2B - Government to Business			
Who may avail:	All businesses within Santa Ignacia and those entities that has no business in Santa Ignacia but has properties within the jurisdiction of the Municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request of the proprietor or Authorized Officer who shall act on behalf of the business entity.		If Representative: Letter of Authorization from the proprietor or Authorized Officer of the business (with valid ID of the Authorized Government Official and representative)		
2. Certified True Copy of the Title or Photocopy of the title but must present the Original owner's copy		Registry of Deeds - Tarlac		
3. Approved Survey / Subdivision / Consolidation Plan (Blueprint/Whiteprint)		Municipal Engineering Office		
4. Agreement of Partition/ Subdivision/ Consolidation (Duly notarized)		Registry of Deeds – Tarlac / Notary Public		
5. Secretary's Certificate and Board Resolution, if corporation		Registry of Deeds – Tarlac / Notary Public		
6. Official Receipt 6.1. Real Property Tax or Certificate of no Delinquency 6.2. Service fee		Municipal Treasury Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1. Evaluate and assess documents 1.2. Issue payment order	PHP 200.00	10 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
2.1 Present OR Wait	2.1. Check OR if payment is correct 2.2. Issue claim stub	None	5 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)



2.2 Receive approved re-declared TD and NOA	2.3. Submit all documents to the Provincial Assessor's Office for the evaluation, preparation of tax declaration, updating of tax map and approval of the new tax declaration	None	12 Days	<i>Municipal Assessor LAOO I (Mun. Assessor's Office)</i>
	2.4. Check if all properties were issued tax declaration	None	1 Day	<i>Admin Aide II Admin Aide I (Mun. Assessor's Office)</i>
	2.5. Update Municipal Assessor's records			
	2.6. Prepare NOA			
	2.7. Approve NOA	None	1 Day	<i>Municipal Assessor (Mun. Assessor's Office)</i>
2.8. Release the approved re declared TD and NOA	None	1 Day	<i>Admin Aide II (Mun. Assessor's Office)</i>	
TOTAL		PHP 200.00	15 Days, 15 Minutes	



47. Property Segregation/Subdivision/Consolidation with Transfer of Ownership (Businesses)

Updated copy of Tax Declaration is issued upon property segregation, subdivision or consolidation with transfer of ownership of subject property from previous owner to the new owner/s by virtue of an approved subdivision or consolidation plan, transferred title or a registered deed of conveyance for untitled property, and other supporting documents.

Office or Division:	Municipal Assessor's Office			
Classification:	Complex			
Type of Transaction:	G2B - Government to Business			
Who may avail:	All businesses within Santa Ignacia and those entities that has no business in Santa Ignacia but has properties within the jurisdiction of the Municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request of the proprietor or Authorized Officer who shall act on behalf of the business entity.		If Representative: Letter of Authorization from the proprietor or Authorized Officer of the business (with valid ID of the Authorized Government Official and representative)		
2. Certified True Copy of the Title or Photocopy of the title but must present the Original owner's copy		Registry of Deeds - Tarlac		
3. Approved Survey / Subdivision / Consolidation Plan (Blueprint/Whiteprint)		Municipal Engineering Office		
4. Agreement of Partition/ Subdivision/ Consolidation with conveyance (Duly notarized)		Registry of Deeds – Tarlac / Notary Public		
5. Secretary's Certificate and Board Resolution, if corporation		Registry of Deeds – Tarlac / Notary Public		
6. Sworn Statement		Municipal Assessor's Office		
7. Official Receipt		Municipal Treasury Office		
7.1. Real Property Tax or Certificate of no Delinquency				
7.2. Service fee				
7.3. Capital Gains Tax or Certificate of payment				
7.4 . Transfer Tax or Certificate of payment		Bureau of Internal Revenue – Paniqui, Tarlac		
8. Corporate Cedula		Provincial Treasury Office		
8. Corporate Cedula		Municipal Treasury Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1. Evaluate and assess documents 1.2. Issue payment order	PHP 200.00	10 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)



2.1 Present OR Wait	2.1. Check OR if payment is correct	None	5 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
	2.2. Issue claim stub			
	2.3. Submit all documents to the Provincial Assessor's Office for the evaluation, preparation of tax declaration, updating of tax map and approval of the new tax declaration	None	12 Days	<i>Municipal Assessor LAOO I</i> (Mun. Assessor's Office)
	2.4. Update Municipal Assessor's records	None	1 Day	<i>Admin Aide II</i> <i>Admin Aide I</i> (Mun. Assessor's Office)
	2.5. Prepare NOA			
	2.6. Approve NOA	None	1 Day	<i>Municipal Assessor</i> (Mun. Assessor's Office)
2.2 Receive approved transferred/re-declared TD and NOA	2.7. Release the approved transferred/re declared TD and NOA	None	1 Day	<i>Admin Aide II</i> (Mun. Assessor's Office)
TOTAL		PHP 200.00	15 Days, 15 Minutes	



48. New Discovery - Land (Titled or Untitled) (Businesses)

Tax declaration is issued on the discovered undeclared land, subject to 10 years back taxes.

Office or Division:	Municipal Assessor's Office		
Classification:	Complex		
Type of Transaction:	G2B - Government to Business		
Who may avail:	All businesses within Santa Ignacia and those entities that has no business in Santa Ignacia but has properties within the jurisdiction of the Municipality		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter request of the proprietor or Authorized Officer who shall act on behalf of the business entity.	If Representative: Letter of Authorization from the proprietor or Authorized Officer of the business (with valid ID of the Authorized Government Official and representative)		
2. Approved Survey plan (Subdivision/Consolidation Plan) Blueprint/Whiteprint	Municipal Engineering Office		
3. DENR Certification (within Alienable and Sustainable area)	Department of Natural Resources – Malacampa, Tarlac		
4. Barangay Certification (Possession/Occupancy)	Barangay		
5. Inspection Report and Picture of the subject property	Municipal Assessor's Office		
6. Sworn Statement	Municipal Assessor's Office		
7. Certified True Copy of Title or Photocopy but must present the Original Owner's Copy	Registry of Deeds - Tarlac		
8. Deed of Conveyance, if applicant is not the same with the registered owner in the TD; and, if title is already Transfer Certificate of Title (TCT)	Registry of Deeds – Tarlac / Notary Public		
9. Secretary's Certificate and Board Resolution, if corporation	Registry of Deeds – Tarlac / Notary Public		
10. CAR (if there is a deed of conveyance)	Bureau of Internal Revenue – Paniqui, Tarlac		
11. Official Receipt 11.1. Real Property Tax payment 11.2. Service fee	Municipal Treasury Office		
11.3. Capital Gains Tax or Certificate of payment (if transferred and titled)	Bureau of Internal Revenue – Paniqui, Tarlac		
11.4. Transfer Tax or Certificate of payment (if transferred and titled)	Provincial Treasury Office		



CLIENTS STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1. Evaluate and assess documents 1.2. Issue payment order	PHP 200.00	10 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
2. Present OR	2.1. Check OR if payment is correct 2.2. Issue claim stub	None	5 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
3.1 Assist property Appraiser/Assessor	3.1. Conduct ocular inspection and measurement of the building; prepare Field Appraisal Assessment Sheet (FAAS), Tax Declaration (TD), and Notice of Assessment (NOA)	None	12 Days	<i>Admin Aide I</i> <i>Admin Aide I</i> <i>Municipal Assessor</i> (Mun. Assessor's Office)
	3.2. Review and evaluate FAAS and TD	None	1 Day	<i>LAOO I</i> (Mun. Assessor's Office)
	3.3. Approve FAAS, newly issued TD, and NOA	None	1 Day	<i>Municipal Assessor</i> (Mun. Assessor's Office)
3.2 Receive approved newly issued TD and NOA	3.4. Release the approved newly issued TD and NOA	None	1 Day	<i>Admin Aide II</i> (Mun. Assessor's Office)
	TOTAL	PHP 200.00	15 Days, 15 Minutes	



49. New Discovery: Machinery, Building, And Other Improvement (Businesses)

Tax declaration is issued on the discovered newly constructed building, newly installed machinery, or any other previously undeclared building.

Office or Division:	Assessor's Office			
Classification:	Complex			
Type of Transaction:	G2B - Government to Business			
Who may avail:	All businesses within Santa Ignacia and those entities that has no business in Santa Ignacia but has properties within the jurisdiction of the Municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request of the proprietor or Authorized Officer who shall act on behalf of the business entity.		If Representative: Letter of Authorization from the proprietor or Authorized Officer of the business (with valid ID of the Authorized Government Official and representative)		
2. Copy of the approved building permit		Municipal Engineering Office		
3. Copy of approved building plan		Municipal Engineering Office		
4. Certificate of Completion or Certificate of Occupancy permit		Municipal Engineering Office		
5. Inspection Report and Picture of the subject property		Municipal Assessor's Office		
6. Sworn Statement		Municipal Assessor's Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1. Evaluate and assess documents 1.2. Issue payment order	PHP 200.00	10 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
2. Present OR	2.1. Check OR if payment is correct 2.2. Issue claim stub	None	5 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
3.1 Assist property Appraiser/Assessor	3.1. Conduct ocular inspection and measurement of the building; prepare Field Appraisal Assessment Sheet (FAAS), Tax Declaration (TD), and Notice of Assessment (NOA)	None	12 Days	<i>Admin Aide I</i> <i>Admin Aide I</i> <i>Municipal Assessor</i> (Mun. Assessor's Office)
	3.2. Review and evaluate FAAS and	None	1 Day	<i>LAOO I</i> (Mun. Assessor's Office)



	TD			
3.2 Receive approved newly issued TD and NOA	3.3. Approve FAAS, newly issued TD, and NOA	None	1 Day	<i>Municipal Assessor</i> (Mun. Assessor's Office)
	3.4. Release the approved newly issued TD and NOA	None	1 Day	<i>Admin Aide II</i> (Mun. Assessor's Office)
TOTAL		PHP 200.00	15 Days, 15 Minutes	



50. Reassessment or Change of Classification - Land (Businesses)

Updated tax declaration is issued to effect correction of data, reassessment or change of classification of the land as per actual use.

Office or Division:	Municipal Assessor's Office			
Classification:	Complex			
Type of Transaction:	G2B - Government to Business			
Who may avail:	All businesses within Santa Ignacia and those entities that has no business in Santa Ignacia but has properties within the jurisdiction of the Municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request of the proprietor or Authorized Officer who shall act on behalf of the business entity.		If Representative: Letter of Authorization from the proprietor or Authorized Officer of the business (with valid ID of the Authorized Government Official and representative)		
2. Certified True Copy of Title or Photocopy but must present the Original Owner's Copy		Registry of Deeds - Tarlac		
3. Inspection Report and Picture of the subject property		Municipal Assessor's Office		
4. Sworn Statement		Municipal Assessor's Office		
5. Official Receipt 5.1 Real Property Tax or Certificate of no Delinquency 5.2 Service fee		Municipal Treasury Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1. Evaluate and assess documents 1.2. Issue payment order	PHP 350.00	10 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
2. Present OR	2.1. Check OR if payment is correct 2.2. Issue claim stub	None	5 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
3.1 Assist property inspector/appraiser	3.1. Conduct ocular inspection; prepare Field Appraisal Assessment Sheet (FAAS), Tax Declaration (TD), and Notice of Assessment (NOA)	None	12 Days	<i>Admin Aide I</i> <i>Admin Aide I</i> <i>Municipal Assessor</i> (Mun. Assessor's Office)



3.2 Receive approved newly issued TD and NOA	3.2. Review and evaluate FAAS and TD	None	1 Day	LAOO I (Mun. Assessor's Office)
	3.3. Approve FAAS, newly issued TD, and NOA	None	1 Day	Municipal Assessor (Mun. Assessor's Office)
	3.4. Release the approved newly issued TD and NOA	None	1 Day	Admin Aide II (Mun. Assessor's Office)
TOTAL		PHP 350.00	15 Days, 15 Minutes	



51. Reassessment Or Change Of Classification – Machinery, Building And Other Improvement (Businesses)

Updated tax declaration is issued to effect correction of data, reassessment or change of classification of the building or machinery as per actual use.

Office or Division:	Municipal Assessor's Office
Classification:	Complex
Type of Transaction:	G2B - Government to Business
Who may avail:	All businesses within Santa Ignacia and those entities that has no business in Santa Ignacia but has properties within the jurisdiction of the Municipality

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request of the proprietor or Authorized Officer who shall act on behalf of the business entity.		If Representative: Letter of Authorization from the proprietor or Authorized Officer of the business (with valid ID of the Authorized Government Official and representative)		
2. Inspection Report and Picture of the subject property		Sworn Statement		
3. Secretary's Certificate and Board Resolution, if corporation		Registry of Deeds - Tarlac		
4. Official Receipt 4.1 Real Property Tax or Certificate of no Delinquency 4.2 Service fee		Municipal Treasury Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1. Evaluate and assess documents 1.2. Issue payment order	PHP 350.00	10 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
2. Present OR	2.1. Check OR if payment is correct 2.2. Issue claim stub	None	5 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)



3.1 Assist property inspector/appraiser	3.1. Conduct ocular inspection; prepare Field Appraisal Assessment Sheet (FAAS), Tax Declaration (TD), and Notice of Assessment (NOA)	None	12 Days	<i>Admin Aide I</i> <i>Admin Aide II</i> <i>Municipal Assessor</i> (Mun. Assessor's Office)
3.2 Receive approved newly issued TD and NOA	3.2. Review and evaluate FAAS and TD	None	1 Day	<i>LAOO I</i> (Mun. Assessor's Office)
	3.3. Approve FAAS, newly issued TD, and NOA	None	1 Day	<i>Municipal Assessor</i> (Mun. Assessor's Office)
	3.4. Release the approved newly issued TD and NOA	None	1 Day	<i>Admin Aide II</i> (Mun. Assessor's Office)
TOTAL		PHP 350.00	15 Days, 15 Minutes	



52. Correction of Data or Assessment (Businesses)

Updated tax declaration is issued to effect correction of data or assessment due to change in the physical attributes of the subject property.

Office or Division:	Municipal Assessor's Office			
Classification:	Complex			
Type of Transaction:	G2B - Government to Business			
Who may avail:	All businesses within Santa Ignacia and those entities that has no business in Santa Ignacia but has properties within the jurisdiction of the Municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request of the proprietor or Authorized Officer who shall act on behalf of the business entity.		If Representative: Letter of Authorization from the proprietor or Authorized Officer of the business (with valid ID of the Authorized Government Official and representative)		
2. Title of the property—Certified copy/Photo copy (present original owner's copy)		Registry of Deeds - Tarlac		
3. Inspection Report and Picture of the subject property		Municipal Assessor's Office		
4. Renovation permit, if necessary		Municipal Engineering Office		
5. As built plan or renovation plan, if necessary		Municipal Engineering Office		
6. Official Receipt 6.1. Real Property Tax or Certificate of no Delinquency 6.2. Service fee		Municipal Treasury Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1. Evaluate and assess documents 1.2. Issue payment order	PHP 200.00	10 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
2. Present OR	2.1. Check OR if payment is correct 2.2. Issue claim stub	None	5 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)



3.1 Assist property inspector/appraiser	3.1. Conduct ocular inspection; prepare Field Appraisal Assessment Sheet (FAAS), Tax Declaration (TD), and Notice of Assessment (NOA)	None	12 Days	<i>Admin Ade I Admin Ade II Municipal Assessor (Mun. Assessor's Office)</i>
	3.2. Review and evaluate FAAS and TD	None	1 Day	<i>LAOO I (Mun. Assessor's Office)</i>
3.2 Receive approved newly issued TD and NOA	3.3. Approve FAAS, newly issued TD, and NOA	None	1 Day	<i>Municipal Assessor (Mun. Assessor's Office)</i>
	3.4. Release the approved newly issued TD and NOA	None	1 Day	<i>Admin Aide II (Mun. Assessor's Office)</i>
TOTAL		PHP 200.00	15 Days, 15 Minutes	



53. Cancellation of Tax Declaration (Businesses)

Cancellation of tax declaration due to demolition or complete destruction of the subject property.

Office or Division:	Municipal Assessor's Office			
Classification:	Complex			
Type of Transaction:	G2B - Government to Business			
Who may avail:	All businesses within Santa Ignacia and those entities that has no business in Santa Ignacia but has properties within the jurisdiction of the Municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request of the proprietor or Authorized Officer who shall act on behalf of the business entity.		If Representative: Letter of Authorization from the Authorized Government Official (with valid ID of the Authorized Government Official and representative)		
2. Demolition permit/Barangay Certification		Barangay		
3. Inspection Report and Picture of the subject property		Municipal Assessor's Office		
4. Secretary's Certificate and Board Resolution, if corporation		Registry of Deeds - Tarlac		
5. Official Receipt 5.1 Real Property Tax or Certificate of no Delinquency 5.2. Service fee		Municipal Treasury Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1. Evaluate and assess documents 1.2. Issue payment order	PHP 100.00	10 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
2. Present OR	2.1. Check OR if payment is correct 2.2. Issue claim stub	None	5 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)



3.1 Assist property inspector/appraiser	3.1. Conduct ocular inspection; prepare Notice of Cancellation 3.2. Submit all documents and Notice of Cancellation to the Provincial Assessor's Office for approval.	None	13 Days	<i>Admin Aide I</i> <i>Admin Aide I</i> <i>Municipal Assessor</i> (Mun. Assessor's Office)
	3.3. Check if Notice of Assessment has Cancellation Order Number 3.4. Update Municipal Assessor's records	None	1 Day	<i>Admin Aide II</i> <i>Admin Aide I</i> (Mun. Assessor's Office)
3.2 Receive Notice of Cancellation	3.5. Release the Notice of Cancellation	None	1 Day	<i>Admin Aide II</i> (Mun. Assessor's Office)
TOTAL		PHP 100.00	15 Days, 15 Minutes	



54. Certification of Assessment Records (Businesses)

Tax Declaration, With/No Property Holdings, With/No Improvement, Others
 Certification Is Issued To A Taxpayer Or His/Her Authorized Representative For Personal
 Reference Or For Any Legal Purpose.

Office or Division:	Municipal Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	All businesses within Santa Ignacia and those entities that has no business in Santa Ignacia but has properties within the jurisdiction of the Municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request of the proprietor or Authorized Officer who shall act on behalf of the business entity.		If Representative: Letter of Authorization from the proprietor or Authorized Officer of the business (with valid ID of the Authorized Government Official and representative)		
2. Title of the property—Certified copy/Photo copy		Registry of Deeds - Tarlac		
3. Secretary's Certificate and Board Resolution, if corporation		Registry of Deeds - Tarlac		
4. Official Receipt 1.1 Real Property Tax or Certificate of no Delinquency 1.2 Certification fee		Municipal Treasury Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1. Evaluate and assess documents 1.2. Verify records 1.3. Issue payment order	PHP 100.00	10 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
2.1 Present OR	2.1. Check OR if payment is correct	None	2 Minutes	<i>Admin. Aide I</i> (Mun. Assessor's Office)
	2.2. Prepare requested certification	None	10 Minutes	<i>Admin Aide I</i> <i>Admin Aide II</i> (Mun. Assessor's Office)
	2.3. Review certification	None	5 Minutes	<i>LAOO I</i> (Mun. Assessor's Office)
	2.4. Approve certification	None	3 Minutes	<i>LAOO I</i> <i>Municipal Assessor</i> (Mun. Assessor's Office)



2.2 Receive approved certification				Office)
	2.5. Release the approved certification	None	2 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
TOTAL		PHP 100.00	32 Minutes	

55. Verification of Assessment Records (Businesses)

Verification of property data or history of real property ownership.

Office or Division:	Municipal Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	All businesses within Santa Ignacia and those entities that has no business in Santa Ignacia but has properties within the jurisdiction of the Municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request of the proprietor or Authorized Officer who shall act on behalf of the business entity.		If Representative: Letter of Authorization from the proprietor or Authorized Officer of the business (with valid ID of the Authorized Government Official and representative)		
2. Title of the property—Certified copy/Photo copy (present original owner's copy)		Registry of Deeds - Tarlac		
3. Official Receipt 2.1 Real Property Tax or Certificate of no delinquency 2.2 Service fee		Municipal Treasury Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1. Evaluate and assess documents 1.2. Verify availability of records 1.3. Issue payment order	PHP 60.00	10 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
2.1 Present OR	2.1. Check OR if payment is correct	None	2 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
2.2 Receive data and record	2.2. Provide necessary data or record	None	3 Minutes	<i>Admin Aide I</i> <i>Admin Aide I</i> (Mun. Assessor's Office)
TOTAL		PHP 60.00	15 Minutes	



56. Tax Map Verification (Businesses)

Verification of property location in the tax map.

Office or Division:	Municipal Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	All businesses within Santa Ignacia and those entities that has no business in Santa Ignacia but has properties within the jurisdiction of the Municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request of the proprietor or Authorized Officer who shall act on behalf of the business entity.		If Representative: Letter of Authorization from the proprietor or Authorized Officer of the business (with valid ID of the Authorized Government Official and representative)		
2. Title of the property—Certified copy/Photo copy (present original owner's copy)		Registry of Deeds - Tarlac		
3. Official Receipt 2.1 Real Property Tax or Certificate of no delinquency 2.2 Service fee		Municipal Treasury Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1. Evaluate and assess documents 1.2. Verify availability of records 1.3. Issue payment order	PHP 100.00	10 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
2.1 Present OR	2.1. Check OR if payment is correct	None	2 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
2.2 Receive necessary map	2.2. Provide necessary map	None	3 Minutes	<i>Admin Aide I</i> (Mun. Assessor's Office)
TOTAL		PHP 100.00	15 Minutes	



Office of the Municipal Assessor
Internal Services



57. Transfer of Ownership (Government Offices)

Updated copy of Tax Declaration is issued upon transfer of ownership of subject property from previous owner to the new owner by virtue of a transferred title or a registered deed of conveyance for untitled property, and other supporting documents.

Office or Division:	Municipal Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Government Agencies, LGUs, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request of the Authorized Government Official who shall act on behalf of the Agency or Office.		If Representative: Letter of Authorization from the Authorized Government Official (with valid ID of the Authorized Government Official and representative)		
2. Certified True Copy of the Title or Photocopy of the title but must present the Original owner's copy		Registry of Deed - Tarlac		
3. Registered Deed of Conveyance (Sale, Donation, Extra-Judicial Succession, Lien, etc.)		Registry of Deed – Tarlac/ Notary Public		
4. Photocopy of Transfer Tax / Certificate of payment of Transfer Tax		Provincial Treasury Office		
5. Certified True Copy or photocopy of Certificate Authorizing Registration (CAR)		Bureau of Internal Revenue – Paniqui, Tarlac		
6. Official Receipt 6.1 Real Property Tax receipt for the current year or certificate of no tax delinquency 6.2 Service fee		Municipal Treasury Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1. Evaluate completeness of required documents 1.2. Issue payment order	PHP 200.00	10 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)



2.1 Present OR Wait	2.1. Check OR if payment is correct	None	5 Minutes	<i>Admin Aide II Admin Aide I (Mun. Assessor's Office)</i>
	2.2. Issue claim stub			
	2.3. Request Assessment of Real Property Number (ARPN) from the Provincial Assessor's Office	None	1 Day	<i>Admin Aide II Admin Aide I (Mun. Assessor's Office)</i>
	2.4. Verify Records; Prepare & review the transferred TD and NOA; Approved the transferred TD and NOA	None	1 Day	<i>Admin Aide I LAOO I Municipal Assessor (Mun. Assessor's Office)</i>
2.2 Receive approved transferred TD and NOA	2.5. Release the approved transferred TD and NOA	None	1 Day	<i>Admin Aide II (Mun. Assessor's Office)</i>
TOTAL		PHP 200.00	3 Days, 15 Minutes	



58. Property Segregation/Subdivision/Consolidation (Government Offices)

Updated copy of Tax Declaration is issued upon property segregation, subdivision or consolidation of subject property by virtue of an approved subdivision or consolidation plan, and other supporting documents.

Office or Division:	Municipal Assessor's Office			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Government Agencies, LGUs, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request of the Authorized Government Official who shall act on behalf of the Agency or Office.		If Representative: Letter of Authorization from the Authorized Government Official (with valid ID of the Authorized Government Official and representative)		
2. Certified True Copy of the Title or Photocopy of the title but must present the Original owner's copy		Registry of Deeds - Tarlac		
3. Approved Survey / Subdivision / Consolidation Plan (Blueprint/Whiteprint)		Municipal Engineering Office		
2. Agreement of Partition/Subdivision/Consolidation (Duly notarized)		Registry of Deed – Tarlac/ Notary Public		
5. Official Receipt 5.1. Real Property Tax or Certificate of no Delinquency 5.2. Service fee		Municipal Treasury Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1. Evaluate and assess documents 1.2. Issue payment order	PHP 200.00	10 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
2.1 Present OR Wait	2.1. Check OR if payment is correct 2.2. Issue claim stub	None	5 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)



2.2 Receive approved re-declared TD and NOA	2.3. Submit all documents to the Provincial Assessor's Office for the evaluation, preparation of tax declaration, updating of tax map and approval of the new tax declaration	None	12 Days	<i>Municipal Assessor LAOO I</i> (Mun. Assessor's Office)
	2.4. Check if all properties were issued tax declaration	None	1 Day	<i>Admin Aide II</i> <i>Admin Aide I</i> (Mun. Assessor's Office)
	2.5. Update Municipal Assessor's records			
	2.6. Prepare NOA	None	1 Day	<i>Municipal Assessor</i> (Mun. Assessor's Office)
	2.7. Approve NOA			
2.8. Release the approved re declared TD and NOA	None	1 Day	<i>Admin Aide II</i> (Mun. Assessor's Office)	
TOTAL		PHP 200.00	15 Days, 15 Minutes	



59. Property Segregation/Subdivision/Consolidation With Transfer Of Ownership (Government Offices)

Updated copy of Tax Declaration is issued upon property segregation, subdivision or consolidation with transfer of ownership of subject property from previous owner to the new owner/s by virtue of an approved subdivision or consolidation plan, transferred title or a registered deed of conveyance for untitled property, and other supporting documents.

Office or Division:	Municipal Assessor's Office			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Government Agencies, LGUs, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request of the Authorized Government Official who shall act on behalf of the Agency or Office.		If Representative: Letter of Authorization from the Authorized Government Official (with valid ID of the Authorized Government Official and representative)		
2. Certified True Copy of the Title or Photocopy of the title but must present the Original owner's copy		Registry of Deeds - Tarlac		
3. Approved Survey / Subdivision / Consolidation Plan (Blueprint/Whiteprint)		Municipal Engineering Office		
4. Agreement of Partition/ Subdivision/ Consolidation with conveyance (Duly notarized)		Registry of Deed – Tarlac/ Notary Public		
5. Official Receipt		Municipal Treasury Office		
5.1. Real Property Tax or Certificate of no Delinquency				
5.2. Service fee				
5.3. Capital Gains Tax or Certificate of payment				
5.4. Transfer Tax or Certificate of payment		Bureau of Internal Revenue – Paniqui, Tarlac		
5.4. Transfer Tax or Certificate of payment		Provincial Treasury Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1. Evaluate and assess documents 1.2. Issue payment order	PHP 200.00	10 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
2.1 Present OR Wait	2.1. Check OR if payment is correct 2.2. Issue claim stub	None	5 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)



	2.3. Submit all documents to the Provincial Assessor's Office for the evaluation, preparation of tax declaration, updating of tax map and approval of the new tax declaration	None	12 Days	<i>Municipal Assessor LAOO I (Mun. Assessor's Office)</i>
	2.4. Update Municipal Assessor's records 2.5. Prepare NOA	None	1 Day	<i>Admin Aide II Admin Aide I (Mun. Assessor's Office)</i>
	2.6. Approve NOA	None	1 Day	<i>Municipal Assessor (Mun. Assessor's Office)</i>
2.2 Receive approved transferred/re-declared TD and NOA	2.7. Release the approved transferred /redeclared TD and NOA	None	1 Day	<i>Admin Aide II (Mun. Assessor's Office)</i>
TOTAL		PHP 200.00	15 Days, 15 Minutes	



60. New Discovery - Land (Titled Or Untitled) (Government Offices)

Tax declaration is issued on the discovered undeclared land, subject to 10 years back taxes.

Office or Division:	Municipal Assessor's Office		
Classification:	Complex		
Type of Transaction:	G2G - Government to Government		
Who may avail:	All Government Agencies, LGUs, GOCCs, and other Government Instrumentalities		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter request of the Authorized Government Official who shall act on behalf of the Agency or Office.	Representative: Letter of Authorization from the Authorized Government Official (with valid ID of the Authorized Government Official and representative)		
2. Approved Survey plan (Subdivision/Consolidation Plan) Blueprint/Whiteprint	Municipal Engineering Office		
3. DENR Certification (within Alienable and Sustainable area)	Department of Environment and Natural Resources _ Malacampa, Tarlac		
4. Barangay Certification (Possession/Occupancy)	Barangay Hall		
5. Inspection Report and Picture of the subject property	Municipal Assessors Office		
6. Sworn Statement of the Authorized Government Official	Municipal Assessors Office		
7. Certified True Copy of Title or Photocopy but must present the Original Owner's Copy	Registry of Deeds - Tarlac		
8. Deed of Conveyance, if applicant is not the same with the registered owner in the TD; and, if title is already Transfer Certificate of Title (TCT)	Registry of Deeds - Tarlac / Notary Public		
9. CAR (if there is a deed of conveyance)	Bureau of Internal Revenue – Paniqui, Tarlac		
10. Official Receipt 10.1. Real Property Tax payment 10.2. Service fee	Municipal Treasury Office		
10.3 Capital Gains Tax or Certificate of payment (if transferred and titled)	Bureau of Internal Revenue – Paniqui, Tarlac		
10.4. Transfer Tax or Certificate of payment (if transferred and titled)	Provincial Treasury Office		



CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1. Evaluate and assess documents 1.2. Issue payment order	PHP 200.00	10 Minutes	<i>Admin Aide I</i> (Mun. Assessor's Office)
2. Present OR	2.1. Check OR if payment is correct 2.2. Issue claim stub	None	5 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
3.1 Assist property Appraiser/Assessor	3.1. Conduct ocular inspection and measurement of the building; prepare Field Appraisal Assessment Sheet (FAAS), Tax Declaration (TD), and Notice of Assessment (NOA)	None	12 Days	<i>Admin Aide I</i> <i>Admin Aide I</i> <i>Municipal Assessor</i> (Mun. Assessor's Office)
	3.2. Review and evaluate FAAS and TD	None	1 Day	<i>LAOO I</i> (Mun. Assessor's Office)
	3.3. Approve FAAS, newly issued TD, and NOA	None	1 Day	<i>Municipal Assessor</i> (Mun. Assessor's Office)
3.2 Receive approved newly issued TD and NOA	3.4. Release the approved newly issued TD and NOA	None	1 Day	<i>Admin Aide II</i> (Mun. Assessor's Office)
TOTAL		PHP 200.00	15 Days, 15 Minutes	



61. New Discovery: Machinery, Building, And Other Improvement (Government Offices)

Tax declaration is issued on the discovered newly constructed building, newly installed machinery, or any other previously undeclared building.

Office or Division:	Assessor's Office			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Government Agencies, LGUs, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request of the Authorized Government Official who shall act on behalf of the Agency or Office.		If Representative: Letter of Authorization from the Authorized Government Official (with valid ID of the Authorized Government Official and representative)		
2. Copy of the approved building permit		Municipal Engineering Office		
3. Copy of approved building plan		Municipal Engineering Office		
4. Certificate of Completion or Certificate of Occupancy permit		Municipal Engineering Office		
5. Inspection Report and Picture of the subject property		Municipal Assessors Office		
6. Sworn Statement of the Authorized Government Official		Municipal Assessors Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1. Evaluate and assess documents 1.2. Issue payment order	PHP 200.00	10 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
2. Present OR	2.1. Check OR if payment is correct 2.2. Issue claim stub	None	5 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
3.1 Assist property Appraiser/Assessor	3.1. Conduct ocular inspection and measurement of the building; prepare Field Appraisal Assessment Sheet (FAAS), Tax Declaration (TD), and Notice of Assessment (NOA)	None	12 Days	<i>Admin Aide I</i> <i>Admin Aide I</i> <i>Municipal Assessor</i> (Mun. Assessor's Office)



3.2 Receive approved newly issued TD and NOA	3.2. Review and evaluate FAAS and TD	None	1 Day	<i>LAOO I</i> (Mun. Assessor's Office)
	3.3. Approve FAAS, newly issued TD, and NOA	None	1 Day	<i>Municipal Assessor</i> (Mun. Assessor's Office)
	3.4. Release the approved newly issued TD and NOA	None	1 Day	<i>Admin Aide II</i> (Mun. Assessor's Office)
TOTAL		PHP 200.00	15 Days, 15 Minutes	



62. Reassessment Or Change Of Classification - Land (Government Offices)

Updated tax declaration is issued to effect correction of data, reassessment or change of classification of the land as per actual use.

Office or Division:	Municipal Assessor's Office			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Government Agencies, LGUs, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request of the Authorized Government Official who shall act on behalf of the Agency or Office.		If Representative: Letter of Authorization from the Authorized Government Official (with valid ID of the Authorized Government Official and representative)		
2. Certified True Copy of Title or Photocopy but must present the Original Owner's Copy		Registry of Deeds- Tarlac		
3. Inspection Report and Picture of the subject property		Municipal Assessor's Office		
4. Affidavit of ownership/Sworn Statement				
5. Official Receipt 5.1 Real Property Tax or Certificate of no Delinquency 5.2 Service fee		Municipal Treasury Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1. Evaluate and assess documents 1.2. Issue payment order	PHP 350.00	10 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
2. Present OR	2.1. Check OR if payment is correct 2.2. Issue claim stub	None	5 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)



3.1 Assist property inspector/appraiser	3.1. Conduct ocular inspection; prepare Field Appraisal Assessment Sheet (FAAS), Tax Declaration (TD), and Notice of Assessment (NOA)	None	12 Days	<i>Admin Aide I Admin Aide I Municipal Assessor (Mun. Assessor's Office)</i>
	3.2. Review and evaluate FAAS and TD	None	1 Day	<i>LAOO I (Mun. Assessor's Office)</i>
	3.3. Approve FAAS, newly issued TD, and NOA	None	1 Day	<i>Municipal Assessor (Mun. Assessor's Office)</i>
3.2 Receive newly issued TD and NOA	3.4. Release the approved newly issued TD and NOA	None	1 Day	<i>Admin Aide II (Mun. Assessor's Office)</i>
TOTAL		PHP 350.00	15 Days, 15 Minutes	



63. Reassessment or Change Of Classification – Machinery, Building And Other Improvement (Government Offices)

Updated tax declaration is issued to effect correction of data, reassessment or change of classification of the building or machinery as per actual use.

Office or Division:	Assessor's Office
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	All Government Agencies, LGUs, GOCCs, and other Government Instrumentalities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request of the Authorized Government Official who shall act on behalf of the Agency or Office.	Representative: Letter of Authorization from the Authorized Government Official (with valid ID of the Authorized Government Official and representative)
2. Inspection Report and Picture of the subject property	Municipal Assessor's Office
3. Affidavit of ownership/Sworn Statement	Municipal Assessor's Office
4. Official Receipt 4.1 Real Property Tax or Certificate of no Delinquency 4.2 Service fee	Municipal Treasury Office

CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1. Evaluate and assess documents 1.2. Issue payment order	PHP 350.00	10 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
2. Present OR	2.1. Check OR if payment is correct 2.2. Issue claim stub	None	5 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
3.1 Assist property inspector/appraiser	3.1. Conduct ocular inspection; prepare Field Appraisal Assessment Sheet (FAAS), Tax Declaration (TD), and Notice of Assessment (NOA	None	12 Days	<i>Admin Aide I</i> <i>Admin Aide I</i> <i>Municipal Assessor</i> (Mun. Assessor's Office)



3.2 Receive approved newly issued TD and NOA	3.2. Review and evaluate FAAS and TD	None	1 Day	<i>LAOO I</i> (Mun. Assessor's Office)
	3.3. Approve FAAS, newly issued TD, and NOA	None	1 Day	<i>Municipal Assessor</i> (Mun. Assessor's Office)
	3.4. Release the approved newly issued TD and NOA	None	1 Day	<i>Admin Aide II</i> (Mun. Assessor's Office)
TOTAL		PHP 350.00	15 Days, 15 Minutes	



64. Correction Of Data Or Assessment (Government Offices)

Updated tax declaration is issued to effect correction of data or assessment due to change in the physical attributes of the subject property.

Office or Division:	Municipal Assessor's Office			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Government Agencies, LGUs, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request of the Authorized Government Official who shall act on behalf of the Agency or Office.		If Representative: Letter of Authorization from the Authorized Government Official (with valid ID of the Authorized Government Official and representative)		
2. Title of the property—Certified copy/Photo copy (present original owner's copy)		Registry of Deeds - Tarlac		
3. Inspection Report and Picture of the subject property		Municipal Assessor's Office		
4. Renovation permit, if necessary		Municipal Engineering Office		
5. As built plan or renovation plan, if necessary		Municipal Engineering Office		
6. Official Receipt 6.1. Real Property Tax or Certificate of no Delinquency 6.2. Service fee		Municipal Treasury Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1. Evaluate and assess documents 1.2. Issue payment order	PHP 200.00	10 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
2. Present OR	2.1. Check OR if payment is correct 2.2. Issue claim stub	None	5 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
3.1 Assist property inspector/appraiser	3.1. Conduct ocular inspection; prepare Field Appraisal Assessment Sheet (FAAS),	None	12 Days	<i>Admin Aide I</i> <i>Admin Aide I</i> <i>Municipal Assessor</i> (Mun. Assessor's Office)



	Tax Declaration (TD), and Notice of Assessment (NOA)			
3.2 Receive approved newly issued TD and NOA	3.2. Review and evaluate FAAS and TD	None	1 Day	LAOO I (Mun. Assessor's Office)
	3.3. Approve FAAS, newly issued TD, and NOA	None	1 Day	Municipal Assessor (Mun. Assessor's Office)
	3.4. Release the approved newly issued TD and NOA	None	1 Day	Admin Aide II (Mun. Assessor's Office)
	TOTAL	PHP 200.00	15 Days, 15 Minutes	



65. Cancellation Of Tax Declaration (Government Offices)

Cancellation of tax declaration due to demolition or complete destruction of the subject property.

Office or Division:	Municipal Assessor's Office			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Government Agencies, LGUs, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
2. Letter request of the Authorized Government Official who shall act on behalf of the Agency or Office.		If Representative: Letter of Authorization from the Authorized Government Official (with valid ID of the Authorized Government Official and representative)		
3. Demolition permit/Barangay Certification		Barangay		
4. Inspection Report and Picture of the subject property		Municipal Assessor's Office		
5. Official Receipt 4.1. Real Property Tax or Certificate of no Delinquency 4.2. Service fee		Municipal Treasury Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1. Evaluate and assess documents 1.2. Issue payment order	PHP 100.00	10 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
2. Present OR	2.1. Check OR if payment is correct 2.2. Issue claim stub	None	5 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
3.1 Assist property inspector/appraiser	3.1. Conduct ocular inspection; prepare Notice of Cancellation 3.2. Submit all documents and Notice of Cancellation to the Provincial Assessor's Office for approval.	None	12 Days	<i>Admin Aide I</i> <i>Admin Aide I</i> <i>Municipal Assessor</i> (Mun. Assessor's Office)



3.2 Receive Notice of Cancellation	3.3. Check if Notice of Assessment has Cancellation Order Number	None	1 Day	<i>Admin Aide II Admin Aide I (Mun. Assessor's Office)</i>
	3.4. Update Municipal Assessor's records			
	3.5. Release the Notice of Cancellation	None	1 Day	<i>Admin Aide II (Mun. Assessor's Office)</i>
TOTAL		PHP 100.00	15 Days, 15 Minutes	



66. Certification Of Assessment Records (Government Offices)

Tax Declaration

With/No Property Holdings

With/No Improvement

Others

Certification is issued to a taxpayer or his/her authorized representative for personal reference or for any legal purpose.

Office or Division:	Municipal Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Government Agencies, LGUs, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request of the Authorized Government Official who shall act on behalf of the Agency or Office.		If Representative: Letter of Authorization from the Authorized Government Official (with valid ID of the Authorized Government Official and representative)		
2. Title of the property - Certified copy / Photocopy		Registry of Deeds - Tarlac		
3. Official Receipt 3.2 Real Property Tax or Certificate of no Delinquency 3.3 Certification fee		Municipal Treasury Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1. Evaluate and assess documents 1.2. Verify records 1.3. Issue payment order	PHP 100.00	10 Minutes	Admin Aide II (Mun. Assessor's Office)
2.1 Present OR	2.1. Check OR if payment is correct	None	2 Minutes	Admin Aide II (Mun. Assessor's Office)
	2.2. Prepare requested certification	None	10 Minutes	Admin Aide I Admin Aide I (Mun. Assessor's Office)
	2.3. Review certification	None	5 Minutes	LAOO I (Mun. Assessor's Office)
	2.4. Approve certification	None	3 Minutes	LAOO I Municipal Assessor (Mun. Assessor's Office)



2.2 Receive approved certification	2.5. Release the approved certification	None	2 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
TOTAL		PHP 100.00	32 Minutes	

67. Verification of Assessment Records (Government Offices)

Verification of property data or history of real property ownership.

Office or Division:	Municipal Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Government Agencies, LGUs, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request of the Authorized Government Official who shall act on behalf of the Agency or Office.		If Representative: Letter of Authorization from the Authorized Government Official (with valid ID of the Authorized Government Official and representative)		
2. Title of the property—Certified copy/Photo copy (present original owner's copy)		Registry of Deeds - Tarlac		
3. Official Receipt 2.1 Real Property Tax or Certificate of no delinquency 2.2 Service fee		Municipal Treasury Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1. Evaluate and assess documents 1.2. Verify availability of records 1.3. Issue payment order	PHP 60.00	10 Minutes.	<i>Admin Aide II</i> (Mun. Assessor's Office)
2.1 Present OR	2.1. Check OR if payment is correct	None	2 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
2.2 Receive data or record	2.2. Provide necessary data or record	None	3 Minutes	<i>Admin Aide I</i> <i>Admin Aide II</i> (Mun. Assessor's Office)
TOTAL		PHP 60.00	15 Minutes	



68. Tax Map Verification (Government Offices)

Verification of property location in the tax map.

Office or Division:	Municipal Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Government Agencies, LGUs, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request of the Authorized Government Official who shall act on behalf of the Agency or Office.		If Representative: Letter of Authorization from the Authorized Government Official (with valid ID of the Authorized Government Official and representative)		
2. Title of the property—Certified copy/Photo copy (present original owner's copy)		Registry of Deeds - Tarlac		
3. Official Receipt 2.1 Real Property Tax or Certificate of no delinquency 2.2 Service fee		Municipal Treasury Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present transaction slip and required document/s	1.1. Evaluate and assess documents 1.2. Verify availability of records 1.3. Issue payment order	PHP 100.00	10 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
2.1 Present OR	2.1. Check OR if payment is correct	None	2 Minutes	<i>Admin Aide II</i> (Mun. Assessor's Office)
2.2 Receive necessary map	2.2. Provide necessary map	None	3 Minutes	<i>Admin Aide I Admin Aide II</i> (Mun. Assessor's Office)
TOTAL		PHP 100.00	15 Minutes	



Office of the Municipal Civil Registrar
External Services



69. Issuance of Certified True Copy/ Certification of Birth, Marriage & Death Certificates.

Issuance of copies of certifications of birth, death, marriage and other similar documents.

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Public Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Authorization if not the owner of the document		Document owner		
2. Valid ID				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Sign in the tracking slip in the information desk	1. Give the logbook to client for entry of service needed	PHP 80.00	5 Minutes	Registration Officer (Local Civil Registrar's Office)
1.2 Receive requested certificate	2. The officer in charge issue the order of payment, generate the document from the data base have it signed by the LCR. 3. Release the Requested Certificate			
TOTAL		PHP 80.00	5 Minutes	



70. Registration of Birth, Marriage & Death Certificates

Vital or Civil Registration is the recording in the appropriate civil registers, vital acts and events that affect the civil status of individuals.

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C –Government to Citizen			
Who may avail:	Public Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Authorization if not the owner of the document		Document owner/ registrant		
2. Valid ID				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Sign in the logbook	1. Give the logbook to client for entry of service needed 2. The officer in charge issue the order of payment, prepare/ review the document presented & have it signed by the Client.	PHP 100.00	10 Minutes	Registration Officer (Local Civil Registrar's Office)
1.2 Receive registered documents	3. Release the Registered Document/s			
TOTAL		PHP 100.00	10 Minutes	



71. Advance Transmittal/ Endorsement of Civil Registry Documents to PSA-OCRG

This section provides information about civil registry documents that can be obtained from the Philippine Statistics Authority (PSA). These include birth certificate, marriage certificate, death certificate, and Certificate of No Marriage (CENOMAR). This section further discusses in detail the requirements and procedures in securing copies of these documents.

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C –Government to Citizen			
Who may avail:	Public Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Authorization if not the owner of the document		Document owner		
2. Valid ID				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Sign in the logbook	1. Give the logbook to client for entry of service needed	PHP 240.00	5 Minutes	Registration Officer (Local Civil Registrar's Office)
1.2 Receive requested certificate	2. The officer in charge issue the order of payment, generate the document from the data base have it signed by the LCR. 3. Release the Requested Certificate			
TOTAL		PHP 240.00	5 Minutes	



72. Delayed Registration of Birth, Marriage & Death Certificates

A report of a vital event made beyond the 126eglementary period is considered delayed.

Office or Division:	Local Civil Registry Office			
Classification:	Complex			
Type of Transaction:	G2C –Government to Citizen			
Who may avail:	Public Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Authorization if not the owner of the document		Document owner		
2. At least two Proof of Birth/Marriage/ Death, Affidavits, Certification of no record at PSA		Document owner/ PSA		
3. Residence certificate		Treasurer's office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Sign in the logbook	1. Give the logbook to client for entry of service needed 2. The officer in charge issue the order of payment, Prepare/ Review the document & have it signed by the Client 3. Release the Document after the mandatory posting	PHP 100.00	2 weeks including the mandatory 10 days posting	<i>Registration Officer (Local Civil Registrar's Office)</i>
1.2 Receive documents after mandatory posting				
TOTAL		PHP 100.00	2 weeks	



73. Application for Marriage License

Marriage is a special contract of permanent union between a man and a woman entered into in accordance with law for establishment of conjugal and family life.

Office or Division:	Local Civil Registry Office			
Classification:	Complex			
Type of Transaction:	G2C –Government to Citizen			
Who may avail:	Public Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Birth Certificate, Cenomar, Advice/ Consent		Office of the LCR/ PSA/ parents		
2. Residence Certificate		Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Sign in the logbook	1. Give logbook to client for entry of serviceneeded 2. The officer in charge issue the order of payment, Prepare/ Review the application & have it signed by the contracting parties. 3. Release the marriage license after the mandatory posting	PHP 300.00	2 weeks including the mandatory 10 days posting	<i>Registration Officer (Local Civil Registrar's Office)</i>
1.2 Receive marriage license after mandatory posting				
TOTAL		PHP 300.00	2 weeks	



74. Registration of Court Decrees & Legal Instruments

In case of a court decree/ order concerning the status of a person, it shall be the duty of the clerk of court to advise the successful petitioner to have the decree / order registered in the civil registrar's office where the court is functioning, and as general rule, all instruments shall be registered in the civil registry of the place where they were executed.

Office or Division:	Local Civil Registry Office			
Classification:	Complex			
Type of Transaction:	G2C –Government to Citizen			
Who may avail:	Public Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certified copy of the court decree with finality		Office of the LCR/ RTC		
2. Marriage Certificate, CENOMAR, Birth		PSA		
3. Certificate, Residence Certificate		Treasury office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Sign in the logbook	1. Give the logbook to client for entry of needed service 2. The officer in charge issue the order of payment, Prepare/ Review the document & have it signed by the clients. 3. Release the Document after the mandatory posting	PHP 100.00	2 weeks including the mandatory 10 days posting	Municipal Civil Registrar (Local Civil Registrar's Office)
1.2 Receive document after mandatory posting				
TOTAL		PHP 100.00	14 Days	



75. Correction of clerical error (CCE)/Change of first name (CFN) RA-9048 & RA-10172/Administrative Correction

Office or Division:	Local Civil Registry Office/ PSA			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen, G2G – Government to Government			
Who may avail:	Public Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Authorization /SPA if not the owner of the document		Document owner		
2. Documents to be corrected, supporting documents like birth certificates, marriage certificates, school records, baptismal certificates, voter's certification, police/NBI clearance, SSS/Philhealth, medical certificate, Valid ID's, affidavit of publication		Various agencies		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Sign in the logbook 1.2 Receive affirmed petition	1. Client/s presents the tracking slip to the officer in charge. 2. The officer in charge issue the order of payment, Prepare/ Review the documents & have it signed by the Client 3. Forward the decided petition to PSA for affirmation 4. Release the affirmed petition to the client	CCE- PHP 1000.00 CFN/RA- 10172 PHP 3000.00	20 days including the mandatory 2 consecutive weeks of publication on newspaper of General/ National circulation Minimum of 6-months processing by PSA before returning the affirmed petition to LCRO	Municipal Civil Registrar (Local Civil Registrar's Office)
TOTAL		PHP 1,000.00 PHP 3,000.00	LCRO- 20 days PSA- min of 6 months	



Office of the Municipal Social Welfare and Development

External Services



76. Securing Certification from The Municipal Social Welfare Office

Municipal Certificate of Indigency For Public Attorney's Office (PAO) and Birth Certificate corrections

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Residents Only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Certificate of Indigency		Barangay of Residency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook intended for Walk-in clients.	1.1 Assist the client in filling-Up the Logbook.	None	2 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
2. Submit the complete set of requirements to the designated MSWDO Staff	2.1 Received the required documents and check for completeness	None	2 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
	2.2 Print the Requested Certificate and check for any errors.	None	5 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
	2.3 Affix signature of the MSWDO	None	3 Minutes	<i>Municipal Social Welfare and Development Officer &</i>
	2.4 Release Requested Certificate	None	3 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
TOTAL		None	15 Minutes	



77. Assistance for Individuals in Crisis Situation/Expanded-Assistance for Individuals in Crisis Situation/PCSO

Assistance for patients undergoing expensive medication or having an existing unpaid Hospital Bill

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Residents Only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Medical Certificate/Medical Abstract		Consulted Hospital/Doctor		
2. Estimated Current Hospital Bill		Municipal Police Station		
3. Promissory Note Estimated cost of Surgery		Municipal Police Station		
4. Chemotherapy		Consulted Hospital/Doctor		
5. Doctor Request (indicating the need of chemotherapy, cobalt CT Scan, X-ray etc.)		Consulted Hospital/Doctor		
6. Barangay Certificate of Indigency		Barangay of Residency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook intended for Walk-in clients.	1.1 Assist the client in filling-Up the Logbook.	None	1 Minute	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
2. Submit the completeset of requirements to the designated MSWDO Staff	2.1 Received the required documents and check for completeness	None	1 Minute	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
3. Proceed to the MSWDO for initial interview	3.1 The MSWDO will conduct the initial evaluationif the client is qualified to avail of the service	None	3 Minutes	Municipal Social Welfare and Development Officer (Mun. Social Welfare and Development Office)
4. Undergo interview for Case Assessment	4.1 Qualified clients will proceed to the Designated Personnel for Case Assessment	None	3 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)



	4.2 Print the Social Case Study Report	None		<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
5. Submit the Social Case Study Report to the MSWDO for Signature	5.1 Affix signature of the MSWDO	None	2 Minutes	Municipal Social Welfare and Development Officer <i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
	5.2 Release of Assessment Form (Form 200) and Petty Cash Voucher	None		
6. Submit the document at the Mayor's Office for Mayor's Signature	5.3 Receive the document for Mayor's Signature	None	3 Minutes	<i>Municipal Mayor</i> Mayor's Office
7. Claim the Cash Assistance at the Municipal Treasurers Office	5.4 Release the Cash Assistance at the Municipal Treasurers Office	None	2 Minutes	<i>Municipal Treasurer</i> (Treasury Office)
TOTAL		None	15 minutes	



78. Pre-Marriage Counselling

Seminar for couples before getting married

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Registration Form from Local Civil Registrar		Office of the Municipal Civil Registrar		
2. Applicants (couples) must be both present for the counselling		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook intended for Walk-in clients.	1.1 Assist the client in filling-Up the Logbook.	None	1 Minute	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
2. Submit complete set of required documents	2.1 Received the required documents and check for completeness	None	1 Minute	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
	2.2 The designated MSWDO Staff will give the client Pre-Marriage Counselling Forms /Assessment Forms/RPM	None	2 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
3. Fill-up the Responsible Parenthood Movement (RPM) Form and Pre-Marriage Counselling Form/ Assessment Form	None	None	20 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)



4. Proceed to the MSWDO for Counselling	4.1 Conduct Pre-Marriage Counselling	None	1 Hour and 23 Minutes	<i>Municipal Social Welfare and Development Officer (Mun. Social Welfare and Development Office)</i>
	4.2 Prepare Certificate of Completion	None	6 Minutes	<i>Day Care Worker 1 (Mun. Social Welfare and Development Office)</i>
	4.2 Affix Signature of the MSWDO	None	5 Minutes	<i>Municipal Social Welfare and Development Officer (Mun. Social Welfare and Development Office)</i>
	1.2 Release the Certificate of completion on Pre-Marriage Counselling	None	2 Minutes	<i>Day Care Worker 1 (Mun. Social Welfare and Development Office)</i>
TOTAL		None	2 Hours	



79. Applying for Person's with Disability (PWD) Identification Card And Purchase Booklet (New Applicant)

Identification Card and Purchase Booklet for Person's with Disability clients

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Person's with Disability			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Application Form		Municipal Social Welfare and Development Office		
2. 1 recent 1x1 picture (for ID)		Photo Studio		
3. 1 recent 2x2 picture (for Purchase Booklet)		Photo Studio		
4. whole body size photo (1 pc)		Photo Studio		
5. Medical Certificate (in case the condition is not apparent)		Consulting Physician/Doctor/Hospital of expertise		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook intended for Walk-in clients.	1. Assist the client in filling-Up the Logbook.	None	1 Minute	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
2. Submit the complete set of requirements to the designated MSWDO Staff	2.1 Received the required documents and check for completeness	None	2 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
	2.2 Issue Application Form for PWD Identification Card	None	2 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
3. Fill-up the PWD Application Form	3.1 Assist the client in Filling-up the Application Form	None	2 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)



	3.2 The Designated personnel will type/create the New ID and Purchase Booklet of the client	None	3 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
	3.3 Release of PWD ID and Purchase Booklet	None	2 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
4. Submit the ID and Purchase Booklet at the Mayor's Office for Mayors Signature	Receive the ID and Purchase Booklet for Signature	None	3 Minutes	<i>Municipal Mayor</i> Mayor's Office
TOTAL		None	15 Minutes	



80. Identification Card, Purchase Booklet PWD (Replacement)

Replacement of Identification Card and Purchase Booklet for Person's With Disability clients

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Person's With Disability			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 1 Recent 1x1 Picture (for ID)		Photo Studio		
2. 1 Recent 2x2 Picture (for Purchase Booklet)		Photo Studio		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook intended for Walk-in clients.	1.1 Assist the client in filling-Up the Logbook	None	1 Minute	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
2. Submit the old copy of ID and Purchase Booklet together with the clients updated picture	2.1 The Designated personnel will type/create the New ID and Purchase Booklet of the client	None	7 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
	2.2 Release of PWD ID and Purchase Booklet	None	2 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
3. Submit the ID and Purchase Booklet at the Mayor's Office for Mayors Signature	3.1 Affix the Municipal Mayor's Signature	None	5 Minutes	<i>Municipal Mayor</i> (Mayor's Office)
TOTAL		None	15 Minutes	



81. Applying for Senior Citizen's Identification Card And Purchase Booklet (New Applicant)

Identification Card and Purchase Booklet for clients Ages from 60 years and above

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Senior Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Application Form		Municipal Social Welfare and Development Office		
2. Community Tax Certificate (Cedula)		Municipal Treasurers Office		
3. 1 Recent 1x1 Picture (for ID)		Photo Studio		
4. 1 Recent 2x2 Picture (for Purchase Booklet)		Photo Studio		
5. Any of the following as proof of date of Birth; Birth Certificate, Baptismal Certificate, Marriage Certificate, Driver's License and Passport		Philippine Statistics Authority, LTO, DFA or any Government Issued ID's		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook intended for Walk-in clients.	1.1 Assist the client in filling-Up the Logbook.	None	1 Minute	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
2. Submit the complete set of requirements to the designated MSWDO Staff	2.1 Received the required documents and check for completeness	None	2 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
	2.2 The Designated Personnel will give the client the Application Form for Senior Citizen's Identification Card	None	2 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)



3. Fill-up the Senior Citizen Application Form	3.1 Assist the client in Filling-up the Application Form	None	2 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
	3.2 The Designated personnel will type/create the New ID and Purchase Booklet of the client	None		<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
4. Proceed to the OSCA Office for signature	Affix signature of the OSCA Head	None	3 Minutes	OSCA Head (Legislative Building)
	1.2 Release of Senior Citizen ID and Purchase Booklet	None	2 Minutes	<i>Municipal Mayor</i> (Mayor's Office)
4. Submit the ID and Purchase Booklet at the Mayor's Office for Mayors Signature	4.1 Affix the Municipal Mayor's Signature	None	3 Minutes	<i>Municipal Mayor</i> (Mayor's Office)
TOTAL		None	15 Minutes	



82. Applying for Senior Citizen's Identification Card And Purchase Booklet (Replacement)

Identification Card and Purchase Booklet for clients Ages from 60 years and above

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Senior Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Old Senior Citizen Id		Municipal Social Welfare and Development Office		
2. 1 Recent 1x1 Picture (for ID)		Photo Studio		
3. 1 Recent 2x2 Picture (for Purchase Booklet)		Photo Studio		
4. Barangay Certification, for resident transferee		Barangay of Residency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook intended for Walk-in clients.	1.1 Assist the client in filling-Up the Logbook.	None	1 Minute	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
2. Surrender the Old ID and Booklet subject for Replacement	2.1 Received the old ID and Booklet	None	2 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
	2.2 The Designated personnel will type/create the New ID and Purchase Booklet of the client	None	5 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)



3. Proceed to the OSCA Office for signature	3.1 Affix signature of the OSCA Head	None	2 Minutes	OSCA Head (Legislative Building)
	3.2 Release of Senior Citizen ID and Purchase Booklet	None	3 Minutes	Day Care Worker 1 (Mun. Social Welfare and Development Office)
4. Submit the ID and Purchase Booklet at the Mayor's Office for Mayors Signature	4.1 Affix the Municipal Mayor's Signature	None	3 Minutes	Municipal Mayor (Mayor's Office)
TOTAL		None	15 Minutes	



83. Applying for Death Aid (Senior Citizen)

Burial Assistance for Deceased senior Citizens

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Senior Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Senior Citizen's ID		Municipal Social Welfare and Development Office		
2 Death Certificate		Consulted Hospital/Doctor		
3 Barangay Certification of Indigency		Barangay of Residency		
4 Claimant's ID (Claimant must be an Immediate Relative)		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook intended for Walk-in clients.	1.1 Assist the client in filling-Up the Logbook	None	1 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
2. Submit the complete set of requirements	2.1 Received the required documents and check for completeness	None	2 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
3. Undergo Case Assessment interview	3.1 Qualified clients will proceed to the MSWDO Staff for Case Assessment interview	None	5 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
4. Proceed to the MSWDO for signature	4.1 Affix signature of the MSWDO	None	2 Minutes	<i>OSCA Head</i> (Legislative Building)



5. Submit the document at the Mayor's Office for Mayors Signature	5.1 Affix the Municipal Mayor's Signature	None	2 Minutes	<i>Municipal Social Welfare and Development Officer (Mun. Social Welfare and Development Office)&Municipal Mayor (Mayor's Office)</i>
6. Claim the Cash Assistance at the Municipal Treasurers Office	6.1 Release of the Assessment form (Form 200) and Petty Cash Voucher	None	3 Minutes	<i>Municipal Treasurer (Treasury Office)</i>
TOTAL		None	15 Minutes	

84. Applying for Solo Parent Identification Card

Issuance Identification Card for Solo Parent clients

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Solo Parent			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1	Accomplished Solo Parent Application Form	Municipal Social Welfare and Development Office		
2	2 recent 1x1 picture (for ID)	Photo Studio		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Register in the logbook intended for Walk-in clients	1.1 Assist the client in filling up the Logbook	None	2 Minutes	<i>Day Care Worker 1 (Mun. Social Welfare and Development Office)</i>
	1.2 Give Application Form to the client	None	1 Minute	<i>Day Care Worker 1 (Mun. Social Welfare and Development Office)</i>
2 Fill-up the Application Form for Solo Parent ID	2.1 Assist the client in filling up the Application Form	None	1 Minute	<i>Day Care Worker 1 (Mun. Social Welfare and Development Office)</i>



				Office)
3 Submit the complete set of requirements to the designated MSWDO Staff	3.1 Received the required documents and check for completeness	None	2 Minutes	<i>Day Care Worker 1 (Mun. Social Welfare and Development Office)</i>
4 Proceed to the MSWDO for Evaluation and Assessment	4.1 The MSWDO will conduct initial evaluation if the client is qualified to avail of the service	None	2 Minutes	<i>Municipal Social Welfare and Development Officer (Mun. Social Welfare and Development Office)</i>
	4.2 The Designated personnel will type/create the New Identification Card of the client	None	2 Minutes	<i>Day Care Worker 1 (Mun. Social Welfare and Development Office)</i>
	4.3 Affix Signature of the MSWDO	None	2 Minutes	<i>Municipal Social Welfare and Development Officer (Mun. Social Welfare and Development Office)</i>
5 Submit the ID and at the Mayor's Office for Mayors Signature	5.1 Affix Mayor's Signature 5.2 Release of Solo Parent ID	None	3 Minutes	<i>Municipal Mayor (Mayor's Office)</i>
TOTAL		None	15 Minutes	



85. Assistance for Individuals in Crisis Situation/Expanded-Assistance for Individuals in Crisis Situation/PCSO

Assistance for victims of Violence Against Women and Children (VAW-C) and Children In Conflict with the Law (CICL)

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Complex			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Residents Only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Medical Certificate/Medical Abstract		Consulted Hospital/Doctor		
2. Medico Legal Police Report		Municipal Police Station		
3. Police Blotter		Municipal Police Station		
4. Doctor Request (indicating the need of CT Scan, X-ray etc.)		Consulted Hospital/Doctor		
5. Barangay Certificate of Indigency		Barangay of Residency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook intended for Walk-in clients.	1.1 Assist the client in filling-Up the Logbook.	None	2 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
2. Submit the completeset of requirements to the designated MSWDO Staff	2.1 Received the required documents and check for completeness	None	2 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
3. Proceed to the MSWDO for initial interview	3.1 The MSWDO will conduct the initial evaluationif the client is qualified to avail of the service	None	4 Minutes	<i>Municipal Social Welfare and Development Officer</i> (Mun. Social Welfare and Development Office)
4. Undergo interview for Case Assessment	4.1 Qualified clients will proceed to the Designated Personnel for Case Assessment	None	3 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
	4.2 Print the Social Case Study Report / Form 200	None	2 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)



5. Submit the Social Case Study Report / Form 200 to the MSWDO for Signature Wait for call	5.1 Affix signature of the MSWDO	None	2 Minutes	Municipal Social Welfare and Development Officer
	5.2 Forward the Documents to the Municipal Budget Office for Obligation	None	4 Hours	<i>Municipal Budget Officer</i> (Mun. Budget Office)
	5.3 Forward the Documents to the Mayor's Office for Signature	None	4 Hours	<i>Municipal Mayor</i> (Mayor's Office)
	5.4 Forward the Documents to the Municipal Accounting Office for Voucher	None	4 Hours	<i>Municipal Accountant</i> (Mun. Accounting Office)
	5.5 Forward the Documents to the Mayor's Office for Signature	None	4 Hours	<i>Municipal Mayor</i> (Mayor's Office)
	5.6 Forward the Documents to the Municipal Accounting Office for Checking	None	4 Hours	<i>Municipal Accountant</i> (Mun. Accounting Office)
	5.7 Forward the Documents to the Mayor's Office for Signature	None	4 Hours	<i>Municipal Mayor</i> (Mayor's Office)
	5.8 Forward the Documents to the Municipal Accounting Office for Cheque Advice	None	4 Hours	<i>Municipal Accountant</i> (Mun. Accounting Office)
6. Claim the Cash Assistance at the Municipal Treasurers Office	6.1 Release the Cash Assistance at the Municipal Treasurers Office	None	4 Hours	<i>Municipal Treasurer</i> (Mun. Treasury Office)
TOTAL		None	5 Days	



86. Assistance in Crisis Situation (AICS) Regular

Medical/Financial Assistance for patients undergoing medications

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Residents Only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Medical Certificate		Consulted Hospital/Doctor		
2. Prescription of Medicine		Prescription of Medicine		
3. Barangay Certificate of Indigency		Barangay of Residency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook intended for Walk-in clients.	1.1 Assist the client in filling-Up the Logbook.	None	2 Minutes	Day Care Worker 1 (Mun. Social Welfare and Development Office)
2. Submit the complete set of requirements to the designated MSWDO Staff	2.1 Received the required documents and check for completeness	None	2 Minutes	Day Care Worker 1 (Mun. Social Welfare and Development Office)
3. Proceed to the MSWDO for initial interview	3.1 The MSWDO will conduct the initial evaluation if the client is qualified to avail of the service	None	2 Minutes	Municipal Social Welfare and Development Officer (Mun. Social Welfare and Development Office)
4. Undergo Case Assessment	None	None	3 Minutes	Day Care Worker 1 (Mun. Social Welfare and Development Office)
	4.2 Print the Social Case Study Report / Form 200	None	1 Minute	Day Care Worker 1 (Mun. Social Welfare and Development Office)
5. Return to the MSWDO for Signature	5.1 Affix signature of the MSWDO	None	1 Minute	Day Care Worker 1 (Mun. Social Welfare and Development Office)



6. Forward the Documents to the Mayor's Office for Signature	6.1 Affix signature of the MSWDO	None	2 Minute	<i>Municipal Social Welfare and Development Officer (Mun. Social Welfare and Development Office)</i>
	6.2 Release Assessment Form (Form 200) and Petty Cash	None	1 Minute	<i>Municipal Mayor (Mayor's Office)</i>
7. Claim the Cash Assistance at the Municipal Treasurers Office.	7.1 Release the Cash Assistance at the Municipal Treasurers Office.	None	1 Minute	<i>Day Care Worker 1 (Mun. Social Welfare and Development Office)</i>
TOTAL		None	15 Minutes	



87. Securing Certificate of Verification For SSS, Employment of Relatives Abroad (Senior Citizen)

For the Senior Citizens applying for SSS Pension or for their relatives working abroad

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Senior Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Senior Citizen ID		Municipal Social Welfare and Development Office		
2. Proof of Payment (Receipt)		Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook intended for Walk-in clients.	1.1 Assist the client in filling-Up the Logbook.	None	2 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
	1.2 Issue Order of Payment	None	2 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
2. Pay the required fee at the Municipal treasurer's Office make sure to secure a copy of the official receipt.	2.1 Receive the required fee and to provide a copy of the official receipt.	Php 60.00	3 Minutes	<i>Municipal Treasurer</i> (Mun. Treasury Office)
3. Submit the Official Receipt as a Proof of Payment at the designated MSWDO Staff	3.1 Check the Order of Payment	None	2 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
4. Submit the complete set of requirements to the designated MSWDO Staff	4.1 Received the required documents and check for completeness	None	2 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
5. Proceed to the OSCA Office for signature	5.1 Affix signature of the OSCA Head	None	2 Minutes	<i>OSCA Head</i> (Legislative Building)
6. Proceed to the MSWDO for signature	6.1 Affix Signature of the MSWDO	None	1 Minute	<i>Municipal Social Welfare and Development Officer</i> (Mun. Social Welfare and Development Office)



	6.2 Release of the requested certification	None	1 Minute	Day Care Worker 1 (Mun. Social Welfare and Development Office)
TOTAL		Php 60.00	15 Minutes	

88. Social Case Study Report (Medical Assistance)

Referral for Medical / Financial Assistance in Different Government/Non-Government Agencies for clients undergoing expensive medication or having an existing unpaid Hospital Bill

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Residents Only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Medical Certificate / Medical Abstract		Consulted Hospital/Doctor		
2. Estimated/Current Hospital Bill		Consulted Hospital/Doctor		
3. Promissory Note		Consulted Hospital/Doctor		
4. Estimated cost of Surgery, Chemotherapy, etc.		Consulted Hospital/Doctor		
5. Doctor Request (indicating the need of chemotherapy, cobalt CT Scan, X-ray etc.)		Consulted Hospital/Doctor		
6. Barangay Certificate of Indigency		Barangay of Residency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Register in the logbook intended for Walk-in clients.	1.1 Assist the client in filling up the Logbook	None	2 Minutes	Day Care Worker 1 (Mun. Social Welfare and Development Office)
2 Submit the complete set of requirements to the designated MSWDO Staff	2.1 Received the required documents and check for completeness	None	3 Minutes	Day Care Worker 1 (Mun. Social Welfare and Development Office)
3 Proceed to the MSWDO for Initial Interview	3.1 The MSWDO will conduct the initial evaluation if the client is qualified to avail of the service	None	5 Minutes	Municipal Social Welfare and Development Officer (Mun. Social Welfare and Development Office)



4 Undergo Case Assessment	4.1 Qualified clients will proceed to the MSWDO Staff for Case Assessment Interview	None	25 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
5. Return to the MSWDO for Signature	5.1 Affix signature of the MSWDO	None	5 Minutes	<i>Municipal Social Welfare and Development Officer</i> (Mun. Social Welfare and Development Office)
6. Submit the Social Case Study Report at the Mayor's Office for Mayors Signature	6.1 Affix the Municipal Mayor's Signature	None	10 Minutes	<i>Municipal Mayor</i> (Mayor's Office)
7. Submit Accomplished Social Case Study Report and requirements to the respective agency offering assistance services	7.1 Release of Assessment Form	None	5 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
TOTAL		None	1 hour	



89. Social Case Study Report (Educational Assistance)

Referral for Educational / Financial Assistance in Different Government/Non-Government Agencies for student clients

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Residents Only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Registration /Certificate of Enrollment	School Enrolled			
2. Photocopy of School Id	School Enrolled			
3. General Weighted Average	School Enrolled			
4. Certificate of Good Moral	School Enrolled			
5. Barangay Certificate of Indigency	Barangay of Residency			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Register in the logbook intended for Walk-in clients.	1.1 Assist the client in filling up the Logbook	None	2 Minute	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
2 Submit the complete set of requirements to the designated MSWDO Staff	2.1 Received the required documents and check for completeness	None	3 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
3 Proceed to the MSWDO for Initial Interview	3.1 The MSWDO will conduct the initial evaluation if the client is qualified to avail of the service	None	5 Minutes	<i>Municipal Social Welfare and Development Officer</i> (Mun. Social Welfare and Development Office)
4 Undergo Case Assessment	4.1 Qualified clients will proceed to the MSWDO Staff for Case Assessment Interview	None	25 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
5. Return to the MSWDO for Signature	5.1 Affix signature of the MSWDO	None	5 Minutes	<i>Municipal Social Welfare and Development Officer</i> (Mun. Social Welfare and Development Office)



6. Submit the Social Case Study Report at the Mayor's Office for Mayors Signature	6.1 Affix the Municipal Mayor's Signature	None	5 Minutes	Municipal Mayor (Mayor's Office)
	6.2 Release of Assessment Form	None	10 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
7. Submit Accomplished Social Case Study Report and requirements to the respective agency offering assistance services	7.1 Receive Accomplished Social Case Study Report and requirements	None	5 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
TOTAL		None	1 hour	



90. Applying for Social Pension

For clients Ages from 60 years and above without any other pensions coming from the government

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Senior Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Application Form		Photo Studio		
2. 1 Xerox copy of Senior Citizen ID		Photo Studio		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Register in the logbook intended for Walk-in clients.	1.1 Assist the client in filling up the Logbook	None	2 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
	1.2 The Designated Personnel will give the client the Application Form for Senior Citizen's Social Pension	None	2 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
2 Fill up the Social Pension Application Form	2.1 Assist the client in Filling-up the Application Form	None	3 minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
3 Proceed to the Barangay Federation President for signature	3.1 Affix Signature of the Brgy. Federation President	None	1 Hour	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
4 Submit the Accomplished Application Form to the OSCA Office for signature	4.1 Affix signature of the OSCA Head	None	5 Minutes	<i>Brgy. Federation President</i> (Legislative Building)
5 Return to the MSWDO Office for signature	5.1 Affix Signature of the MSWDO	None	3 Minutes	<i>OSCA Head</i> (Legislative Building)
	1.2 Include the Name of the Senior Citizen Applicant in the Waiting List	None	1 Minute	<i>Municipal Social Welfare and Development Officer</i> (Mun. Social Welfare and Development Office)
TOTAL		None	15 Minutes	



91. Securing Certification for the Minor Child to Travel Abroad Assessment Report for Minor Travel Clearance

Referral for Minors who wants to travel abroad

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Residents Only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Application Form				Municipal Social Welfare and Development Office
2. Birth Certificate of the Minor (PSA)				Philippine Statistics Authority
3. Marriage Certificate (Parents)				Philippine Statistics Authority
4. CENOMAR Certificate of Non-Marriage (Parents)				Philippine Statistics Authority
5. Affidavit of Support and Consent				Lawyer Consultant
6. Passport size pictures of the Minor (3 pcs)				Photo Studio
7. Photocopy of the traveling companion's passport (1)				Photo Studio
8. Certification from the airline in case the minor is traveling alone				Airline liable for the travelling of the minor
9. Sojourn/Certificate of employment of the Parent/s or sponsor/s				Employer/Company of Parent/Sponsor
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook intended for Walk-in clients.	1.1 Assist the client in filling-Up the Logbook.	None	2 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
2. Submit the completeset of requirements to the designated MSWDO Staff	2.1 Received the required documents and check for completeness	None	2 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
3. Proceed to the MSWDO for initial interview	3.1 The MSWDO will conduct the initial evaluationif the client is qualified to avail of the service	None	3 Minutes	<i>Municipal Social Welfare and Development Officer</i> (Mun. Social Welfare and Development Office)



4. Undergo interview for Case Assessment	4.1 Qualified clients will proceed to the Designated Personnel for Case Assessment	None	5 Minutes	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
5. Return to the MSWDO for Signature	5.1 Affix Signature of the MSWDO	None	2 Minutes	<i>Municipal Social Welfare and Development Officer</i> (Mun. Social Welfare and Development Office)
	5.2 Release of the Case Assessment Report	None	1 Minute	<i>Day Care Worker 1</i> (Mun. Social Welfare and Development Office)
TOTAL		None	15 Minutes	



Office of the Municipal Treasurer
External and Internal Services



92. Issuance of Community Tax Certificate

A residence tax or poll tax, imposed on all the inhabitants of the community who are eighteen (18) years old and above as well as to juridical persons, like corporations, doing business in the community or whose office or establishment is located in the community.

Office or Division:	Municipal Treasury Office
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen, G2B – Government to Business, G2G – Government to Government
Who may avail:	1. Individuals include every inhabitant of this Municipality eighteen (18) years of age or over who:
	(a) Has been regularly employed on a wage or salary basis for at least thirty (30) consecutive working days during any calendar year; (b) Is engaged in business or occupation; (c) Owns real property with an aggregate assessed value of one thousand pesos or more; or (d) Is required by law to file an income tax return.
	2. Any business establishment operating as corporation within the Municipality of Santa Ignacia.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. For 18 years old and new resident of Sta. Ignacia: Barangay Clearance signed by the barangay captain with original copy of Official Receipt (1) original copy 2. For business establishment: 1 Original or photocopy on Incorporation	Barangay Secretary of their respective Barangay
3. Financial Statement of Corporation	Security and Exchange Commission (SEC) Company Record
4. For Renewal: Old copy of their previous Community Tax Certificate	Owner's Copy

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the information sheet given at window 1 and 2 (payment of CTC)	Issue Community Tax Certificate	For Individual: Basic Community tax: PHP 5.00 Additional Community Tax: PHP 1.00 for every One Thousand (PHP 1,000.00) of income regardless of whether from	3 minutes	<i>Revenue Collection Clerk 1 (Mun. Treasury Office)</i>



		<p>business, exercise of profession or from property but not to exceed five thousand pesos (PHP 5,000.00)</p> <p>For Business: Basic community tax of PHP 500.00 and additional community tax of PHP 2.00 for every PHP 5,000.00 worth of real property owned during the preceeding year based on the valuation used in the payment of real property tax and or additional PHP 2.00 for every PHP 5,000.00 of gross receipts or earnings derived from its business during the preceding year but shall not exceed Ten Thousand Pesos(PHP 10,000.00)</p>		
	TOTAL	See Above Computation	3 Minutes	



93. Payment of Business Tax

This is a tax imposed on various categories of business operations (manufacturer, retailer, exporter, services etc.). The tax follows a graduated schedule based on sales or receipts of the preceding year.

Office or Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business			
Who may avail:	Business Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copy of approved application/assessment as basis for the computation of the mayor's permit fee and the corresponding business tax		BPLO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present to the cashier the approved application/assessment form	1.1 Issue Official Receipt (Accountable Form 51)	As per assessed amount	5 minutes	<i>Revenue Collection Clerk 1</i> (Mun. Treasury Office)
TOTAL		As per assessed amount	5 minutes	



94. Payment of Real Property Tax (Basic Real Property Tax and Special Education Fund Real Property Tax)

This is a yearly ad valorem tax on real property such as land, building, machinery and other improvements. The maximum tax is 2% of the assessed value which is a percentage of the fair market value of real property.

Office or Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Any person/individual and / or juridical entity who owns a real property such as land, building and machinery			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Previous tax receipt (if there is any)		Owner's Copy		
2. Latest assessment of the property		Municipal Assessor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up the information sheet at window 2 and present all the requirements to the cashier	1.1. Issue Official Receipt (Accountable Form 56)	Assessed Value x 2%=Tax Due Amount (where: 1%=basic real property tax 1%= additional tax for the Special Education Fund)	5 minutes	Revenue Collection Clerk 1 (Mun. Treasury Office)
TOTAL		See Above Computation	5 minutes	



95. Securing Real Property Tax Clearance

It is a certificate that verifies if the tax has been fully paid.

Office or Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen, G2B – Government to Business			
Who may avail:	Any person/individual and / or juridical entity who owns a real property such as land, building and machinery			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Previous tax receipt (if there is any)		Owner's Copy		
2. Verification of No Land Improvement		Municipal Assessor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present to the Treasury Staff the required documents	1.1 Issue Tax Clearance	PHP 60.00	5 Minutes	<i>Revenue Collection Clerk 1 (Mun. Treasury Office)</i>
TOTAL		PHP 60.00	5 Minutes	



96. Release of Checks

Confirms the full settlement of an obligation

Office or Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business			
Who may avail:	Payee or his duly representative only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Receipt (for Services)		Payee		
2. Collection Receipt (for Goods)		Payee		
3. Valid ID (for Individual)		Payee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the required document to the Local Treasurer and affix his signature to the “Received Payment” portion of the Disbursement Voucher	1.1 Release Check	None	3 Minutes	<i>Mun. Treasurer/Acting Mun. Treasurer (Mun. Treasury Office)</i>
TOTAL		None	3 Minutes	



97. Certificate of no existing liabilities for the application of Business Termination

Verifies that the business entity has no existing liabilities or obligation before the business operations are stopped completely.

Office or Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Business Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Receipt issued for the payment of business tax		Business Owner		
2. Submit sworn statement of the		Business Owner		
3. Gross sales or receipts for the current calendar year or quarter within thirty (30) days following the closure.		Business Owner		
4. Business Permit Issued - Should the taxpayer fail to submit a sworn statement of gross sales or receipt the taxpayer may bring the books of accounts, records or subsidiaries for his business (sales journal).		Business Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present all the required documents to the treasury staff	1.1 Certificate of “no existing liabilities” or Clearance	PHP 60.00	5 Minutes	<i>Admin. Aide I</i> (Mun. Treasury Office)
TOTAL		PHP 60.00	5 Minutes	



98. Preparation and Signing of Checks

Checks shall be drawn by the Local Treasurer and Countersigned by the Municipal Mayor/Vice Mayor for the Sangguniang Bayan Transactions

Office or Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
Who may avail:	Individual or Business Entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Obligation Request (ObR)		Budget Office		
2. Disbursement Voucher		Accounting Office		
3. Journal Entry Voucher		Accounting Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward to the treasury office the obligation request, disbursement voucher with the corresponding journal entry voucher and the attached complete documents	1.1 Upon receipt of the disbursement voucher for payment, the Local Treasurer shall verify the propriety of the certifications and approvals required therein. If complete, the Local Treasurer shall then draw a check in payment thereof.	None	10 minutes	<i>Mun. Treasurer/Acting Mun. Treasurer (Mun. Treasury Office)</i>
	1.2 Forward the check drawn together with the Disbursement Voucher and Journal Entry Voucher to the Municipal Mayor/Vice Mayor for their	None	2 hours	<i>Municipal Mayor (Mayor's Office) Municipal Vice Mayor (Vice-Mayor's Office)</i>
	1.3 All signed checks will be forwarded to the accounting Office for the preparation of Municipal Accountant's Advice	None	2 hours	<i>Municipal Accountant (Mun. Accounting Office)</i>
TOTAL		None	4 Hours, 10 Minutes	



Office of the Municipal Planning and Development Coordinator

External Services



99. Issuance of Zoning Clearance for Business Permit

Enterprises are required to secure Zoning Clearance upon application for Business Permit to ensure that the enterprise is allowed in the chosen location as per the Comprehensive Land Use Plan (CLUP) and other relevant zoning and land use ordinances.

Office or Division:	Office of the Municipal Planning and Development Coordinator			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who May Avail:	Investors, Business Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Business License Application/Assessment Form (1 original, 1 photocopy)		Office of the Local Economic Enterprise – Window 13		
2. Barangay Resolution or Social Acceptability, optional (1 original, 1 photocopy)		Barangay Hall where the business will be located		
3. Government Issued Identification Card		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Present business license application form and all required documents	1. Receive and review completeness of presented documents.	None	10 Minutes	Statistician I MPDO -Or- Statistician Aide I MPDO -Or- MPDC/ Zoning Administrator (MPDO)
2. Wait for the assigned/scheduled date of Site Inspection	2. Schedule site inspection on the location of the business 2.1 Advise client when to return to the office for the result of the site inspection.	None	5 Minutes	Statistician I (MPDO) -Or- Statistician Aide I (MPDO) -Or- MPDC/ Zoning Administrator (MPDO)



3. Wait for the conduct of site inspection	Conduct Site Inspection	None	2 Days	<i>Draftsman MPDO -Or- MPDC/ Zoning Administrator (MPDO)</i>
4. Return to the MPDO on the scheduled date	4. Discuss the result of the site inspection to the client. 4.1 If the business does not conform to the use, advise the client and return the presented documents. If the business is conforming, prepare and hand the payment order to the client and advise to pay at the Cashier	None	15 Minutes	<i>Statistician I (MPDO) -Or- Draftsman (MPDO) -Or- MPDC/ Zoning Administrator (MPDO)</i>
5. Pay the required amount at the Cashier (Window 1)	5. Receive payment and issue Official Receipt (OR)	HLURB prescribed fees adopted thru SB Ordinance No. 20-10-S-2017 1.Zoning/ Locational Clearance E. Commercial, Industrial and Agro-Industrial Project Cost which is: Below 100K - PHP 1,440.00 Over 100K-500K – PHP 2,160.00 Over 500K - PHP 2,880.00 Over 1M – 2M	5 Minutes	<i>Revenue Collection Clerk I (Mun. Treasury Office)</i>



		- PHP 4,320.00 Over 2M - PHP 7,200+(1/10 of 1% in excess of 2M)		
6. Return to the MPDO and present the OR	6. Prepare the Zoning Clearance 6.1 Encode data including the OR # and amount 6.2 Print the Zoning Clearance	None	10 Minutes	<i>Statistician I (MPDO)</i> -Or- <i>Statistician Aide I (MPDO)</i> -Or- <i>MPDC/ Zoning Administrator (MPDO)</i>
7. Receive the Zoning Clearance and attach signature to the MPDO's File Copy	7. Attach Signature to the Zoning Clearance 7.1 Have client sign the MPDO's File Copy. 7.2 Release Zoning Clearance	None	10 Minutes	<i>MPDC/ Zoning Administrator (MPDO)</i>
TOTAL		HLURB prescribed fees adopted thru SB Ordinance No. 20-10-S-2017	2 Days, 55 Minutes	



100. Issuance of Locational Clearance for Building Permit

All enterprises and private persons constructing a new building or applying for expansion / renovation are required to secure a zoning clearance upon application for building permit. This should be done before the start of construction to ensure that the building is allowed in the chosen location as per the Approved Comprehensive Land Use Plan (CLUP).

Office or Division:	Office of the Municipal Planning and Development Coordinator		
Classification:	Simple		
Type of Transaction:	G2C - Government to Client		
Who may avail:	All enterprises or private individuals constructing a new building or applying for renovation or expansion		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application Form for Zoning Clearance / Locational Clearance, duly notarized (3 original)		Office of the Municipal Planning & Development Coordinator – Window 4	
2. Barangay Resolution or Social Acceptability (optional)		Barangay where the building will be erected	
3. Vicinity Map, drawn to any scale showing: 4. Exact location of the proposed site; 5. Contiguous firms of institutions and their products and major activities; 6. Approximate distance of contiguous firms or institutions within a 1,000 meter radius from proposed site and from the main service road leading to it		Client's Civil Engineer or Architect	
7. Site Development Plan – drawn to any scale showing: 8. Plan layout 9. Site areas and boundaries 10. Number of stories of plan building and size of the area occupied 11. Road system within the premises 12. Topographic Plan (for mining / quarrying only)		Client's Civil Engineer or Architect	
13. Certificate of ownership of the land, any of the following: 14. TCT registered in the name of the applicant 15. Updated Tax Declaration declared in the name of the applicant plus certification from the Registry of Deeds/Bureau of Lands that subject parcel of land is not yet registered under the name of any other person 16. Deed of Sale/Contract of Lease plus the		Registry of Deeds, Assessor's Office	



TCT of the registered owner 17. Authorization from the registered owner 18. If public land, authorization from appropriate government agency allowing applicant to use subject land				
19. Bill of Materials/Cost Estimates – One (1) copy		Client's Civil Engineer or Architect		
20. Environmental Clearance Certificate (ECC), when applicable		EMB, DENR		
21. Latest Tax Receipt (1 original, 1 photocopy)		Assessor's Office		
22. If the proposed project is residential, commercial, industrial or institutional and the land use of the proposed site is an agricultural 23. If the land was covered by the Comprehensive Agrarian Reform Program, submit conversion clearance from the Secretary of the Department of Agrarian Reform (DAR) 24. If the dominant land use is an agricultural, approved ordinance for the reclassification of the subject proposed site from the Sangguniang Bayan		DAR or Sangguniang Bayan		
25. If lot is not owned: 26. Contract of Lease – One (1) copy 27. Authorization to Occupy Lot from the registered owner or Administrator of the subject lot		Registered owner of land		
28. Authorization of persons allowed to follow-up / claim clearance		Registered owner of land		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present business license application form and all required documents	1. Receive and review completeness of presented documents.	None	10 Minutes	<i>Statistician I (MPDO) -Or- Statistician Aide I (MPDO) -Or- MPDC/ Zoning Administrator (MPDO)</i>



2. Wait for the assigned/scheduled date of Site Inspection	2. Schedule site inspection on the location of the business 2.1 Advise client when to return to the office for the result of the site inspection.	None	5 Minutes	<i>Statistician I (MPDO)</i> -Or- <i>Statistician Aide I (MPDO)</i> -Or- <i>MPDC/ Zoning Administrator (MPDO)</i>
3. Wait for the conduct of site inspection	3. Conduct Site Inspection	None	2 Days	<i>Draftsman (MPDO)</i> -Or- <i>MPDC/ Zoning Administrator (MPDO)</i>
4. Return to the MPDO on the scheduled date	4. Discuss the result of the site inspection to the client. 4.1 If the building does not conform to the use, advise the client and return the presented documents. If the building is conforming, prepare and hand the payment order to the client and advise to pay at the Cashier	None	15 Minutes	<i>Statistician I (MPDO)</i> -Or- <i>Draftsman (MPDO)</i> -Or- <i>MPDC/ Zoning Administrator (MPDO)</i>
5. Pay the required amount at the Cashier (Window 1)	5. Receive payment and issue Official Receipt (OR)	HLURB prescribed fees adopted thru SB Ordinance No. 20-10-S-2017 1.Zoning/Locational Clearance A. Single residential structure attached or detached	5 Minutes	<i>Revenue Collection Clerk I (Mun. Treasury Office)</i>



		<p>1. P100K and below - PHP 288.00</p> <p>2. Over P100K-200K - PHP 576.00</p> <p>3. Over P200K - P720+(1/10 of 1% in excess of 200K)</p> <p>B. Apartments/ Townhouses</p> <p>1. P500K and below - PHP 1,440.00</p> <p>2. Over P500K-2M - PHP 2,160.00</p> <p>3. Over 2M - P3,600+(1/10 of 1% in excess of 2M) regardless of the number of floors</p> <p>C. Dormitories</p> <p>1. P 2M below -P3,600.00</p> <p>2. Over P 2M - PHP 3,600+(1/10 of 1% in excess of 2M) regardless of the number of floors</p> <p>D. Institutional Project Cost of which is:</p>		
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		<p>1. Below P 2M - PHP 2,880.00</p> <p>2. Over P 2M - PHP 2,880+(1/10 of 1% in excess of P 2M)</p> <p>E. Commercial, Industrial and Agro-Industrial Project Cost which is:</p> <p>1. Below 100K - PHP 1,440.00</p> <p>2. Over 100K- 500K – PHP 2,160.00</p> <p>3. Over 500K - PHP 2,880.00</p> <p>4. Over 1M – 2M - PHP 4,320.00</p> <p>5. Over 2M - P7,200+(1/10 of 1% in excess of 2M)</p> <p>F. Special Uses/ Special Projects (Gasoline Station, Cell Sites, Slaughterhouse , Treatment Plants, etc)</p> <p>1. Below P 2M - PHP 7,200.00</p>		
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		<p>2. Over P 2M - PHP 7,200+(1/10 of 1% in excess of 2M)</p> <p>G. Alteration/ Expansion (affected area/cost only) -same as original application</p>		
6. Return to the MPDO and present the OR	<p>6. Prepare the Zoning Clearance 6.1 Encode data including the OR # and amount 6.2 Print the Zoning Clearance</p>	None	10 Minutes	<p><i>Statistician I</i> (MPDO) -Or- <i>Statistician Aide I</i> (MPDO) -Or- <i>MPDC/ Zoning Administrator</i> (MPDO)</p>
7. Receive the Zoning Clearance and attach signature to the MPDO's File Copy	<p>7. Attach Signature to the Zoning Clearance 7.1 Have client sign the MPDO's File Copy. 7.2 Release Zoning Clearance</p>	None	10 Minutes	<p><i>MPDC/ Zoning Administrator</i> (MPDO)</p>
TOTAL		<p>HLURB prescribed fees adopted thru SB Ordinance No. 20-10-S-2017</p>	2 Days, 55 Minutes	



101. Issuance of Site Zoning Classification Certificate

Site zoning classification is requested for record and reference purposes. Classifications are based on the approved Comprehensive Land Use Plan (CLUP) covering the years 2017-2025.

Office or Division:	Office of the Municipal Planning and Development Coordinator			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Land owners or authorized representatives			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter-request address to the Zoning Administrator / Municipal Planning & Development Coordinator		Client		
Lot Plan with vicinity map drawn to any scale signed by a Geodetic Engineer		Client's preference		
TCT in the name of applicant or Deed of Sale plus the TCT of the registered owner		Registry of Deeds		
Real Property Tax Declaration		Assessor's Office (Window 7)		
Certificate of the latest Real Property Tax payment		Municipal Treasury Office (Window 1)		
Special Power of Attorney of land owner's authorized representative, if any		Registered Land Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the letter of request with the requirements	1.1 Receive the letter of request and requirements 1.2 If incomplete, return the documents to the applicant 1.3 If complete, schedule for site inspection and compute the fees and prepare order of payment 1.4 Advise client to proceed to MTO for payment	None	2 days	<i>Statistician I (MPDO)</i> -Or- <i>Statistician Aide I (MPDO)</i> -Or- <i>MPDC/ Zoning Administrator (MPDO)</i>



2. Pay the required fees and secure Official Receipt (OR)	4. Receive payment and issue OR	HLURB prescribed fees adopted thru SB Ordinance No. 20-10-S-2017 7. B. Other Certifications 1. Zoning Certifications - PHP 720.00/ha	5 Minutes	<i>Revenue Collection Clerk I (Mun. Treasury Office)</i>
5. Return to MPDO and present the OR	3. Refer to the CLUP and prepare the Site Zoning Certificate a. Encode data including the OR # and amount b. Print the Site Zoning Certificate	None	15 Minutes	<i>Statistician I (MPDO) -Or- MPDC/ Zoning Administrator (MPDO)</i>
6. Receive the Site Zoning Certificate	4. Approval of the Site Zoning Certificate 4.1 Release the Site Zoning Certificate	None	10 Minutes	<i>MPDC/ Zoning Administrator (MPDO)</i>
TOTAL		PHP 720.00/ha	2 Days, 30 Minutes	



102. Issuance of Preliminary Approval/Locational Clearance & Development Permit for PD 957 & BP 220 Residential Subdivisions, Farmlot, Industrial, Memorial Parks & Cemetery Projects

An enterprise/private person developing any kind of project above mentioned is required to secure a Preliminary Approval/Locational Clearance/Development Permit at the Municipal Planning & Development Office thru the Zoning Division prior the start of the project. This should be done before the start of construction/development to ensure that the project is allowed in the chosen location and is in conformity with the Comprehensive Land Use Plan and Zoning Ordinance of the municipality.

Office or Division:	Office of the Municipal Planning and Development Coordinator
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Client
Who may avail:	Any person/entity, with lot/property within the municipality and have the intention to undertake any of the above mentioned projects
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Preliminary and Locational Clearance (PALC) :	
Duly Accomplished Development Permit/Locational Clearance Application form	MPDO (Window 4)
Vicinity Map with a minimum of 2 km radius from the periphery of the project showing the relationship of the proposed project to the existing community facilities and utilities.	Client's Civil Engineer or Architect
Site Development Plan – drawn to any scale showing (duly signed by a licensed Civil Engineer or Architect): i. Plan layout ii. Site areas and boundaries iii. Number of stories of plan building and size of the area occupied iv. Road system within the premises v. Topographic Plan (for mining / quarrying only)	Client's Civil Engineer or Architect
Survey Plan of the lot/s as described in the Certificate of Title of lots subject of the application	Client's Civil Engineer or Architect
Certificate of ownership of the land, any of the following:	Registry of Deeds, Assessor's Office



<ul style="list-style-type: none"> • TCT registered in the name of the applicant • Updated Tax Declaration declared in the name of the applicant plus certification from the Registry of Deeds/Bureau of Lands that subject parcel of land is not yet registered under the name of any other person • Deed of Sale/Contract of Lease plus the TCT of the registered owner • Authorization from the registered owner • If public land, authorization from appropriate government agency allowing applicant to use subject land 	
<p>Latest Tax Receipt (1 original, 1 photocopy)</p>	<p>Assessor's Office</p>
<p>Environmental Clearance Certificate (ECC), for development</p>	<p>EMB, DENR</p>
<p>Permit to cut trees</p>	<p>DENR</p>
<p>Bill of Materials/Cost Estimates – One (1) copy</p>	<p>Client's Civil Engineer or Architect</p>
<p>If the proposed project is residential, commercial, industrial or institutional and the land use of the proposed site is an agricultural</p> <ol style="list-style-type: none"> i. If the land was covered by the Comprehensive Agrarian Reform Program, submit conversion clearance from the Secretary of the Department of Agrarian Reform (DAR) ii. If the dominant land use is an agricultural, approved ordinance for the reclassification of the subject proposed site from the Sangguniang Bayan 	<p>DAR or Sangguniang Bayan</p>
<p>If lot is not owned:</p> <ol style="list-style-type: none"> i. Contract of Lease – One (1) copy ii. Authorization to Occupy Lot 	<p>Registered owner of land</p>



from the registered owner or Administrator of the subject lot	
Authorization of persons allowed to follow-up / claim clearance	Registered owner of land
Barangay Council Resolution favorably endorsing subdivision project	Barangay Council where the project is located
For Integrated (PALC) and Development Permit or Final Approval/Development Permit :	
Duly Accomplished Development Permit/Locational Clearance Application form	MPDO (Window 4)
Vicinity Map with a minimum of 2 km radius from the periphery of the project showing the relationship of the proposed project to the existing community facilities and utilities.	Client's Civil Engineer of Architect
Site Development Plan – drawn to any scale showing (duly signed by a licensed Civil Engineer or Architect): vi. Plan layout vii. Site areas and boundaries viii. Number of stories of plan building and size of the area occupied ix. Road system within the premises x. Topographic Plan (for mining / quarrying only)	Client's Civil Engineer of Architect
Survey Plan of the lot/s as described in the Certificate of Title of lots subject of the application	Client's Civil Engineer of Architect
Certificate of ownership of the land, any of the following: <ul style="list-style-type: none"> • TCT registered in the name of the applicant • Updated Tax Declaration declared in the name of the applicant plus certification from the Registry of Deeds/Bureau of Lands that subject parcel of land is not yet registered under the name of any other person • Deed of Sale/Contract of Lease plus the TCT of the registered owner • Authorization from the registered 	Registry of Deeds, Assessor's Office



<p>owner</p> <ul style="list-style-type: none"> If public land, authorization from appropriate government agency allowing applicant to use subject land 	
Latest Tax Receipt (1 original, 1 photocopy)	Assessor's Office
Environmental Clearance Certificate (ECC), for development	EMB, DENR
Permit to cut trees	DENR
Bill of Materials/Cost Estimates – One (1) copy	Client's Civil Engineer or Architect
<p>If the proposed project is residential, commercial, industrial or institutional and the land use of the proposed site is an agricultural</p> <ul style="list-style-type: none"> iii. If the land was covered by the Comprehensive Agrarian Reform Program, submit conversion clearance from the Secretary of the Department of Agrarian Reform (DAR) iv. If the dominant land use is an agricultural, approved ordinance for the reclassification of the subject proposed site from the Sangguniang Bayan 	DAR or Sangguniang Bayan
<p>If lot is not owned:</p> <ul style="list-style-type: none"> iii. Contract of Lease – One (1) copy iv. Authorization to Occupy Lot from the registered owner or Administrator of the subject lot 	Registered owner of land
Authorization of persons allowed to follow-up / claim clearance	Registered owner of land
Barangay Council Resolution favorably endorsing subdivision project	Barangay Council where the project is located
Topographic Plan to include existing conditions like boundary lines, street and easements/utilities near or adjacent to the project, ground spot elevation and other conditions on the land	Client's Civil Engineer or Architect
<p>For projects with vertical development, i.e. condominiums/townhouses:</p> <ul style="list-style-type: none"> i. Final Floor Plan and Ground Plans 	Client's Civil Engineer or Architect



<ul style="list-style-type: none"> ii. Elevation Plans (Front, Rear, Right Side and Left Side) iii. Section Plans (Cross and Longitudinal) iv. Building Specifications, Bill of Materials and Cost estimates 	
<p>For Land Development of Projects (duly signed by a licensed Architect/Engineer)</p> <ul style="list-style-type: none"> i. Final Development/Subdivision Plan ii. Design (Geometric and Structural) iii. Storm Drainage and Sewer System Plans iv. Water System Layout and Detail Plans v. Site Grading Plan vi. Power Distribution Line and Details vii. Site Development Plan/Landscape Design for Parks and playgrounds viii. Specifications, Bill of Materials and Cost Estimates 	Client's Civil Engineer or Architect
<p>Project Study indicating among others the land development cost, vertical development cost, amortization schedules, sources of financing, marketability, cash flow and project timetable/completion, with the following financial attachments:</p> <ul style="list-style-type: none"> i. Audited Assets and Liabilities/Income Statement ii. Income Tax Return for last three (3) years iii. Certificate of Registration with Securities and Exchange Commission (SEC) iv. Articles of Incorporation of Partnership v. Corporation By-Laws and all implementing amendments 	Client's Civil Engineer or Architect
<p>Permit of operation of deep well, and water resistivity tests, if and when necessary from the local water franchise on the availability of water supply/service in the area where the project is to be put up.</p>	SIWAD
<p>Certification from the local power franchise on the availability of electric power supply/service in the area where</p>	TARELCO I



the project is to be put up.				
Concrete Proof of existence of Right-of-Way over access road and drainage outfalls, i.e. deed of easement of right of way, title, etc.		Registered owners		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present duly accomplished application form and required plans and documents	1. Receive and review completeness of presented documents and inform applicant of the scheduled inspection of the project site	None	30 Minutes	<i>Statistician I (MPDO)</i> -Or- <i>Statistician Aide I (MPDO)</i> -Or- <i>Draftsman I (MPDO)</i> -Or- <i>MPDC/ Zoning Administrator (MPDO)</i>
	1.1. Conduct ocular inspection on the project site	HLURB prescribed fees adopted thru SB Ordinance No. 20-10-S-2017 Section 3. Schedule of fees 2. Subdivision and Condominium Projects (under PD 957) A. Subdivision Projects 1. Approval of Subdivision Plans (including townhouses) 1. Preliminary Approval and Locational Clearance (PALC)/ Preliminary Subdivision Development Plan (PSDP) Inspection Fee – P1500/ha regardless of density 2. Final Approval of Development Permit Inspection Fee – P1500/ha regardless of density B. Condominium Project 1. Approval of Condominium Plans/Final Approval and Development Permit 1. Preliminary Approval and Locational Clearance (PALC) Inspection Fee	1 Day	<i>Draftsman I (MPDO)</i>



		<p>a. Socialized Housing – P1500/ha</p> <p>b. Economic Housing – P1500/ha</p> <p>2. Final Approval and Development Permit Inspection Fee – P1500/ha</p> <p>3. Subdivision and Condominium Projects (under BP 220)</p> <p>A. Subdivision Projects</p> <p>1. Approval of Subdivision Projects</p> <p>1. Preliminary Approval and Locational Clearance (PALC) Inspection Fee</p> <p>a. Socialized Housing – P1500/ha</p> <p>b. Economic Housing- P1500/ha</p> <p>2. Final Approval of Development Permit Inspection Fee-</p> <p>a. Socialized Housing- P1500/ha</p> <p>b. Economic Housing – P1,500/ha</p> <p>B. Condominium Projects</p> <p>1. Approval of Condominium Plans</p> <p>2. Final Approval and Development Permit Inspection Fee – P1500/ha</p> <p>4. Industrial/ Commercial Subdivision</p> <p>1. Approval of Industrial/ Commercial Subdivision</p> <p>1. Preliminary Approval and Locational Clearance (PALC) Inspection Fee- P1500/ha</p> <p>2. Final Approval and Development Permit Inspection Fee – P1500/ha</p> <p>5. Farmlot Subdivision</p> <p>1. Approval of Farm Lot Subdivision</p> <p>1. Preliminary Approval and Locational Clearance (PALC) Inspection Fee- P1500/ha</p> <p>2. Final Approval and Development Permit Inspection Fee – P1500/ha</p> <p>6. Memorial Park/</p>		
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		<p>Cemetery Project/Columbarium</p> <p>1. Approval of Memorial Park/ Cemetery</p> <p>1. Preliminary Approval and Locational Clearance (PALC)</p> <p>Inspection Fee- a. Memorial Project – P1500/ha</p> <p>b. Cemeteries - P1500/ha</p> <p>c. Columbarium – P1500/ha</p> <p>Project/Columbarium</p> <p>2. Final Approval and Development Permit</p> <p>Inspection Fee</p> <p>a. Memorial Project – P1500/ha</p> <p>b. Cemeteries – P1500/ha</p> <p>c. Columbarium – P1500/ha</p>		
	1.2 Prepare evaluation report	None	2 Hours	<i>Draftsman I (MPDO)</i>
	1.3 Review evaluation Report	None	30 Minutes	<i>MPDC/ Zoning Administrator (MPDO)</i>
	1.4 Prepare final evaluation report	None	30 Minutes	<i>Draftsman I (MPDO)</i>
	1.5 Assign and record Development Permit Number and prepare endorsement to Sangguniang Bayan	None	20 Minutes	<i>Statistician I (MPDO)</i> -Or- <i>Draftsman I (MPDO)</i> -Or- <i>MPDC/ Zoning Administrator (MPDO)</i>
	1.6 Affix signature of the Mayor to the endorsement letter and forward endorsement, evaluation and supporting documents to Sangguniang	None	30 Minutes	<i>Municipal Mayor/ (Mayor's Office)</i>



	Bayan. Inform Client of the scheduled SB hearing			
2. Attend schedule of hearing/s at the Sangguniang Bayan	2. Deliberation/ Hearing on the Approval/Denial of PA/LC/DP and furnish MPDO copy of Resolution	None	15 Days	Sangguniang Bayan (SB)
	2.1 Advice client on the result of the deliberation. If approved advice to secure order of payment	None	10 Minutes	Statistician I (MPDO) -Or- Statistician Aide I (MPDO) -Or- Draftsman I MPDO -Or- MPDC/ Zoning Administrator (MPDO)
3. Secure order of payment at the MPDO(Window 4)	3. Issue order of payment	None	10 Minutes	Statistician I (MPDO) -Or- Draftsman I (MPDO) -Or- MPDC/ Zoning Administrator (MPDO)
4. Pay the required amount at the Cashier (Window 1)	4. Receive payment and issue Official Receipt (OR)	HLURB prescribed fees adopted thru SB Ordinance No. 20-10-S-2017 Section3. Schedule of fees 2. Subdivision and Condominium Projects (under PD 957) A. Subdivision Projects 1. Approval of Subdivision Plans (including townhouses) 1. Preliminary Approval and Locational Clearance (PALC)/ Preliminary Subdivision Development Plan (PSDP) Processing Fee – P360/ha regardless of density Inspection Fee – P1500/ha regardless of density 2. Final Approval of	15 Minutes	Local Revenue Collector (MTO)



		<p>Development Permit Processing Fee – P2880/ha regardless of density</p> <p>Additional Fee on Floor Area of housing component – P3.00/sqm</p> <p>Inspection Fee – P1500/ha regardless of density</p> <p>3. Alteration of Plan (affected areas only) – same as Final Approval and Development Permit</p> <p>B. Condominium Project</p> <p>1. Approval of Condominium Plans/Final Approval and Development Permit</p> <p>1. Preliminary Approval and Locational Clearance (PALC)</p> <p>Processing Fee-</p> <p>a. Socialized Housing – P90/ha</p> <p>b. Economic Housing – P216/ha</p> <p>Inspection Fee</p> <p>a. Socialized Housing – P1500/ha</p> <p>b. Economic Housing – P1500/ha</p> <p>2. Final Approval and Development Permit Processing Fee- P720</p> <p>a. Land Area – P7.20 sqm</p> <p>b. No. of floors – P288/floor</p> <p>c. Building Areas – P23.05/sqm of GFA</p> <p>Inspection Fee – P1500/ha</p> <p>3. Alteration of Plan (affected areas only) – same as final approval and development permit</p> <p>3. Subdivision and Condominium Projects (under BP 220)</p> <p>A. Subdivision Projects</p> <p>1. Approval of Subdivision Projects</p> <p>1. Preliminary Approval and Locational Clearance (PALC)</p> <p>Processing Fee</p> <p>a. Socialized Housing – P90/ha</p> <p>b. Economic Housing –</p>		
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		<p>P216/ha Inspection Fee a. Socialized Housing – P1500/ha b. Economic Housing- P1500/ha 2. Final Approval of Development Permit Processing Fee – a. Socialized Housing – P600/ha b. Economic Housing – P1440/ha Inspection Fee- a. Socialized Housing- P1500/ha b. Economic Housing – P1,500/ha 3 Alteration of Plan (affected Areas only) – same as final approval and development permit B. Condominium Projects 1. Approval of Condominium Plans 1. Preliminary Approval and Locational Clearance (PALC) – P720 2. Final Approval and Development Permit Processing Fee – a. Total Land Area – P7.20/sqm b. No. of Floors – P144/floor c. Building Areas – P5.8/sqm of GFA Inspection Fee – P1500/ha 3. Alteration of Plan (affected Areas only) – same as final approval and development permit 4. Industrial/ Commercial Subdivision 1. Approval of Industrial/ Commercial Subdivision 1. Preliminary Approval and Locational Clearance (PALC) Processing Fee – P432/ha Inspection Fee- P1500/ha 2. Final Approval and Development Permit Processing Fee – P720/ha Inspection Fee – P1500/ha 3. Alteration of Plan (affected Areas only) –</p>		
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		<p>same as final approval and development permit</p> <p>5. Farmlot Subdivision</p> <p>1. Approval of Farm Lot Subdivision</p> <p>1. Preliminary Approval and Locational Clearance (PALC)</p> <p>Processing Fee – P288/ha Inspection Fee- P1500/ha</p> <p>2. Final Approval and Development Permit</p> <p>Processing Fee – P1440/ha Inspection Fee – P1500/ha</p> <p>3. Alteration of Plan (affected Areas only) – same as final approval and development permit</p> <p>6. Memorial Park/ Cemetery Project/Columbarium</p> <p>1. Approval of Memorial Park/ Cemetery</p> <p>1. Preliminary Approval and Locational Clearance (PALC)</p> <p>Processing Fee-</p> <p>a. Memorial Project – P720/ha</p> <p>b. Cemeteries - P288/ha c. Columbarium – P3600</p> <p>Inspection Fee- a. Memorial Project – P1500/ha b. Cemeteries - P1500/ha c. Columbarium – P1500/ha</p> <p>Project/Columbarium</p> <p>2. Final Approval and Development Permit</p> <p>Processing Fee</p> <p>a. Memorial Project – P3.00/sqm b. Cemeteries – P1.50/sqm c. Columbarium – P7.20 sqm of land area P3.00/floor P23.05/sqm of GFA</p> <p>Inspection Fee</p> <p>a. Memorial Project – P1500/ha b. Cemeteries – P1500/ha c. Columbarium – P1500/ha</p>		
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		3. Alteration of Plan (affected Areas only) – same as final approval and development permit		
5. Return to the MPDO and present the OR	5. Receive/ record official receipt number in the logbook and prepare the DP/PA/LC for signature	None	20 Minutes	Statistician I (MPDO) -Or- MPDC/ Zoning Administrator (MPDO)
	5.1 Affix initials on DP and subdivision plans	None	10 Minutes	MPDC/ Zoning Administrator (MPDO)
	5. 2 Approve and affix signature on DP and subdivision plans	None	30 Minutes	Mun. Mayor (Mayor's Office)
6. Receive the Development Permit	6. Release Development Permit	None	10 Minutes	Statistician I (MPDO) -Or- Draftsman I (MPDO) -Or- MPDC/ Zoning Administrator (MPDO)
TOTAL		HLURB prescribed fees adopted thru SB Ordinance No. 20-10-S-2017 Section3. Schedule of fees	16 Days, 6 Hours and 5 Minutes	



Office of the Municipal Planning and Development Coordinator

Internal Services



103. Request for Provision of Data (Statistical and Non-Statistical)

The Municipal Planning and Development Office keeps information about the municipality and its development plans such as land use plans, municipal development strategies, municipal ecological profile, statistics, maps and municipal governance data. Information about the municipality is generally requested by investors, people in business sector, researchers, students and tourists.

Office or Division:	Office of the Municipal Planning and Development Coordinator			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen, G2G - Government to Government			
Who may avail:	All persons/entities needing data and information			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Request Letter		Mayor's Office		
Valid, Identification Card		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, School (should be currently enrolled), Company (where currently employed)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved letter of request and valid ID	1. Receive the letter of request and verify the identification of the client 1.2 Prepare order of payment 1.3 Advise client to proceed to MTO for payment	None	10 Minutes	<i>Statistician I</i> (Mun. Planning and Development Office) -Or- <i>Statistician Aide I</i> (Mun. Planning and Development Office) -Or- <i>MPDC/ Zoning Administrator</i> (Mun. Planning and Development Office)
2. Pay the required fees and secure Official Receipt (OR)	2. Receive payment and issue OR	HLURB prescribed fees adopted thru SB Ordinance No. 20-10-S-2017 7. B. Other Certifications 7.e. Photocopy of documents - PHP 3.00/page	5 Minutes	<i>Revenue Collection Clerk I</i> (Mun. Treasury Office)



3. Return to MPDO and present the OR	3. Encode data including the OR # and amount 3.1 If the data being requested is readily available, print. 3.2 If data needs to be processed, advise client to return	None	2 Days	<i>Statistician I</i> (Mun. Planning and Development Office) -Or- <i>MPDC/ Zoning Administrator</i> (Mun. Planning and Development Office)
4. Receive the requested data	4. Release the requested Data	None	10 Minutes	<i>Statistician I</i> (Mun. Planning and Development Office) -Or- <i>MPDC/ Zoning Administrator</i> (Mun. Planning and Development Office)
TOTAL		PHP 3.00/page	3 Days, 25 Minutes	



104. Review of Barangay Development Plan

All barangays are mandated by law to prepare their Barangay Development Plan. The MPDO is tasked to provide assistance to all barangays in the preparation of their Barangay Development Plan.

Office or Division:	Office of the Municipal Planning and Development Coordinator			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Barangay Officials of the Municipality of Santa Ignacia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Development Plan		Requesting Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Barangay Development Plan	1. Receive the Barangay Development Plan 1.1 Schedule for review	None	2 Days	<i>Statistician I</i> (Mun. Planning and Development Office) -Or- <i>Statistician Aide I</i> (Mun. Planning and Development Office) -Or- <i>MPDC/ Zoning Administrator</i> (Mun. Planning and Development Office)
2. Return to the MPDO for the scheduled review of the Barangay Development Plan	2. Conduct review of the Barangay Development Plan	None	45 Minutes	<i>MPDC/ Zoning Administrator</i> (Mun. Planning and Development Office)
TOTAL		None	2 Days, 45 Minutes	



105. Review of Barangay Gender and Development Plan & Budget (GPB)

All barangays are mandated by law to prepare their Barangay Gender and Development Plan & Budget. The MPDO is tasked by the DILG to provide assistance to all barangays in the preparation of their Barangay Gender and Development Plan & Budget.

Office or Division:	Office of the Municipal Planning and Development Coordinator			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Barangay Officials of the Municipality of Santa Ignacia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Gender and Development Plan & Budget		Requesting Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Barangay GPB	1. Receive the Barangay GPB 1.2 Schedule for review	None	2 Days	<i>Statistician I</i> (Mun. Planning and Development Office) -Or- <i>Statistician Aide I</i> (Mun. Planning and Development Office) -Or- <i>MPDC/ Zoning Administrator</i> (Mun. Planning and Development Office)
2. Return to the MPDO for the scheduled review of the Barangay GPB	2. Conduct review of the Barangay GPB	None	45 Minutes	<i>MPDC/ Zoning Administrator</i> (Mun. Planning and Development Office)
TOTAL		None	2 Days, 45 Minutes	



106. Review of Barangay Annual Investment Program (AIP)

All barangays are mandated by law to prepare their Barangay Annual Investment Program. The MPDO is tasked to provide assistance to all barangays in the preparation of their Barangay Annual Investment Program.

Office or Division:	Office of the Municipal Planning and Development Coordinator			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Barangay Officials of the Municipality of Santa Ignacia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Annual Investment Program	Requesting Barangay			
2. Approved Barangay Development Plan	Requesting Barangay			
3. Approved GAD Plan & Budget	Requesting Barangay			
4. List of DRRM PPAs	Requesting Barangay			
5. List of BCPC PPAs	Requesting Barangay			
6. List of SC/PWD PPAs	Requesting Barangay			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Barangay AIP and required documents	1. Receive the Barangay AIP and required documents 1.1 Schedule for review	None	2 Days	<i>Statistician I</i> (Mun. Planning and Development Office) -Or- <i>Statistician Aide I</i> (Mun. Planning and Development Office) -Or- <i>MPDC/ Zoning Administrator</i> (Mun. Planning and Development Office)
2. Return to the MPDO for the scheduled review of the Barangay AIP	2. Conduct review of the Barangay AIP	None	45 Minutes	<i>MPDC/ Zoning Administrator</i> (Mun. Planning and Development Office)
TOTAL		None	2 Days, 45 Minutes	



107. Preparation of Project/Activity/Training Design

Done in the early phase of the project where a project's key features, structure, criteria for success, and major deliverables are all planned out. The point is to develop a design which can be used to achieve the desired project goals.

Office or Division:	Office of the Municipal Planning and Development Coordinator			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	LGU Offices, NGAs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request/ Official Communication with LCE's Approval		Proponent line agencies or LGU offices		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Letter/MC/ or Communication with LCE's Approval	1.1 Receive Letter/MC/ or Communication with LCE's Approval and log the request	None	10 Minutes	<i>Statistician I</i> (Mun. Planning and Development Office) -Or- <i>Statistician Aide I</i> (Mun. Planning and Development Office) -Or- <i>MPDC/ Zoning Administrator</i> (Mun. Planning and Development Office)
2. Discuss the needed logistics	2.1 Review letter and interview client as to the goals and objectives of the training/project and the logistical needs required. 2.2 Prepare Proposal 2.3 Affix signature and Approval of the LCE 2.4 Release Requested Proposal	None	2 Days	<i>Statistician I</i> (Mun. Planning and Development Office) -Or- <i>MPDC/ Zoning Administrator</i> (Mun. Planning and Development Office)
TOTAL		None	2 Days, 10 Minutes	



Office of the Municipal Engineer

External Services



108. Local Building Official Clearance & Certifications

A Local Building Official Clearance is issued to any person, firm or corporation who wishes to acquire certification and clearance within the locality of Santa Ignacia.

Office or Division:	Office of the Municipal Engineer			
Classification:	Simple			
Type of Transaction:	G2B – Government-to-Citizens G2B – Government-to-Business			
Who may avail:	Residents Only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Description of the property and other data for the certification and clearances		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in & Submit the description of the property its owner, location, and other data.	1.1 Give the Logbook to the client 1.2 List the following data's and check for the records.	None	5 Minutes	<i>Administrative Aide III – (Municipal Engineering Office)</i>
2. Wait for the approval of clearance *Make sure to receive an Order of Payment	2.1 Evaluate the corresponding Fee Issue an Order of Payment	None	1 Day	<i>Acting Local Building Official – (Municipal Engineering Office)</i>
3. Payment for the required fees at the Municipal Treasury Office by showing the Order of Payment	3.1 Accept the payment based on the Order of Payment 3.2 Issue the Official Receipt	ANNEX I (Certifications Fee)	1 Day	<i>Revenue Collection Clerk II (Mun. Treasury Office)</i>
4. Receive Clearance	4.1 Record and release the Clearance	None	5 Minutes	<i>Administrative Aide III – (Municipal Engineering Office)</i>
TOTAL		*See Annex I	2 Days, 10 Minutes	



ANNEX I
Certifications Fee

Certifications & Clearances	Fees
1. Certified true copy of Building Permit	PHP 50.00
2. Certified true copy of Certificate of Use/Occupancy	PHP 50.00
3. Issuance of Certificate of Damage	PHP 50.00
4. Certified true copy of Certificate of Damage	PHP 50.00
5. Certified true copy of Electrical Certificate	PHP 50.00
6. Issuance of Certificate of Gas Meter Installation	PHP 50.00
7. Certified true copy of Certificate of Operation	PHP 50.00
8. Other Certifications	PHP 50.00



109. Securing of Accessory Permits (Ground Preparation, Excavation, Demolition, Fencing and Signages)

An Accessory Permit is issued to any person, firm or corporation who wishes to renovate, construction or demolition any structure within the locality of Santa Ignacia.

Office or Division:	Office of the Municipal Engineer			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government-to-Citizens G2B – Government-to-Business			
Who may avail:	Residents who renovate, construct or demolish any structure within the locality of Santa Ignacia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Fully Accomplished Application Forms (3 Original, Signed & Sealed)		Applicant or Applicants Supervising Engineer/Architect		
2. TCT – Land Title (3 Photocopies)		Applicant		
3. Current Real Tax Receipt or Land Tax Clearance (3 Photocopies)		Applicant or Municipal Assessor's Office		
4. Layout Plans (5 Sets, Signed & Sealed)		Applicant or Applicants Supervising Engineer/Architect		
5. Cost Estimates/Bill of Materials and Specification (5 Sets, Signed & Sealed)		Applicant or Applicants Supervising Engineer/Architect		
For Projects Within the Subdivision:				
6. Barangay Clearance and Homeowners Clearance (3 Photocopies)		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in & Submit the required documents for initial assessment and verification. *Make sure to receive a checklist of submitted documents	1.1 Give the Logbook to the client 1.2 Receive the required documents and check for completeness. 1.3 Advise the date of ocular inspection	None	1 Day	<i>Administrative Aide III – (Municipal Engineering Office)</i>
2. Wait while document is being evaluated and reviewed	2.1 Conduct ocular inspection 2.2 Evaluate layout plans and documents	None	15 Days	<i>Acting Local Building Official (Municipal Engineering Office)</i>



3. Return to the Office of the Municipal Engineer for the Evaluation of Payment of Accessory Permit *Make sure to Receive an Order of Payment	3.1 Evaluation of the Required Fees 3.2 Issue the Order of Payment	None	1 Days	<i>Acting Local Building Official – (Municipal Engineering Office)</i>
4. Payment for the required fees at the Municipal Treasury Office by showing the Order of Payment	4.1 Accept the payment based on the Order of Payment 4.2 Issue the Official Receipt	See ANNEX II (Accessory Permit Fees)	1 Day	<i>Revenue Collection Clerk I (Mun. Treasury Office)</i>
5. Return to the Office of the Municipal Engineer for the Release of Accessory Permit	5.1 Record and Release of Accessory Permit	None	1 Day	<i>Administrative Aide III (Municipal Engineering Office)</i>
TOTAL		*See Annex II	19 Days	

ANNEX II
Accessory Permit Fees

Description	Fees
1. Establishment of Line and Grade all sides fronting or abutting streets, esteros, rivers and creeks	
a. First 10 meters	PHP 24.00
b. Every meter or fraction thereof in excess of 10.00 meters	PHP 2.40
2. Ground Preparation and Excavation Fee	
a. Inspection and Verification Fee	PHP 200.00
b. Per cu.m. of excavation	PHP 3.00
c. Issuance of GP (Ground Preparation) & EP (Excavation Permit) – Valid only for Thirty (30) days or superseded upon issuance of Building Permit	PHP 50.00
d. Per cu.m. of excavation for foundation with basement	PHP 4.00
e. Excavation other than foundation or basement, per cu.m.	PHP 3.00
f. Encroachment of footings or foundations of buildings/structures to public areas as permitted, per sq.m. or fraction thereof of footing or foundation encroachment	PHP 250.00
3. Fencing Fees	



a. Made of Masonry, Metal, Concrete up to 1.80 meters in height, per lineal meter of fraction thereof	PHP 3.00
b. In excess of 1.80 meters in height, per lineal meter or fraction thereof	PHP 4.00
c. Made of Indigenous materials, barbed, chicken or hog wires, per linear meter	PHP 2.40
4. Sign Fees	
a. Erection and anchorage of display surface up to 4.00 sq.m. of signboard area	PHP 120.00
b. Every sq.m. or fraction thereof in excess of 4.00 sq.m.	PHP 24.00
c. Installation Fees, per sq.m. or fraction thereof of display surface:	
c-1 Neon	Business Signs – PHP 36.00 Advertising Signs – PHP 52.00
c-2 Illuminated	Business Signs – PHP 24.00 Advertising Signs – PHP 36.00
c-3 Others	Business Signs – PHP 15.00 Advertising Signs – PHP 24.00
c-4 Painted-on	Business Signs – PHP 9.60 Advertising Signs – PHP 18.00
d. Annual Renewal fees, per sq.m. of display surface or fraction thereof:	
d-1 Neon	Business Signs – PHP 36.00, min. fee shall be PHP 124.00 Advertising Signs – PHP 46.00, min. fee shall be PHP 200.00
d-2 Illuminated	Business Signs – PHP 18.00, min. fee shall be PHP 72.00 Advertising Signs – PHP 38.00, min. fee shall be PHP 150.00
d-3 Others	Business Signs – PHP 12.00, min. fee shall be PHP 40.00 Advertising Signs – PHP 20.00, min. fee shall be PHP 110.00
d-4 Painted-on	Business Signs – PHP 8.00, min. fee shall be PHP 30.00 Advertising Signs – PHP 12.00, min. fee shall be PHP 100.00



5. Demolition/Moving of Building/Structure Fees, per sq.m. of area or dimension involved	
a. Building in all Groups per sq.m. floor area	PHP 3.00
b. Building System/Frames or portion thereof per vertical or horizontal dimensions, including Fences	PHP 4.00
c. Structures of up to 10.00 meters in height	PHP 800.00
c-1 Every meter of portion thereof in excess of 10.00 m.	PHP 50.00
d. Appendage of up to 3.00 cu.m./unit	PHP 50.00
d-1 Every cu.m. or portion thereof in excess of 3.00 cu.m.	PHP 50.00
e. Moving Fee, per sq.m. of area of building/structure to be moved	PHP 3.00



110. Securing of Building Permit

A Building Permit is issued to any person, firm or corporation who wishes to erect, construct, alter, perform major repair, renovation or conversion of any building structure within the locality of Santa Ignacia.

Office or Division:	Office of the Municipal Engineer	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government-to-Citizens G2B – Government-to-Businesses	
Who may avail:	Owner of Structures within the locality of Santa Ignacia	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Fully accomplished Application Forms (5 Photocopies, Signed & Sealed)		Applicant or Applicant's Supervising Engineer/Architect
2. TCT – Land Title (5 Photocopies)		Applicant
3. Current Tax Declaration (5 Photocopies)		Applicant
4. Current Real Property Tax Receipt or Land Tax Clearance (5 Photocopies)		Applicant or Municipal Assessor's Office
5. Complete Set of Plans and Specifications (5 Sets, Signed & Sealed)		Applicant or Applicant's Supervising Engineer/Architect
6. Cost Estimates/Bill of Materials and Specifications (5 Sets, Signed & Sealed)		Applicant or Applicant's Supervising Engineer/Architect
7. Locational Clearance (1 Photocopy)		Municipal Planning and Development Office
8. Fire Clearance (1 Photocopy)		Bureau of Fire Protection
9. Barangay Clearance (1 Photocopy)		Barangay Hall
10. Project Logbook (1 Original)		Applicant's Supervising Engineer
11. Picture of Proposed Project Site (1 Original)		Applicant
Additional Requirements for Not Registered Lot Owner Applicant		
1. Contract of Lease, Deed of Absolute Sale or Contract of Sale (3 Photocopies)		Applicant
Additional Requirements for Buildings (2) Two Storey and Higher		
1. Structural Design Analysis (5 Photocopies, Signed & Sealed)		Applicant or Applicant's Supervising Engineer
2. Boring and Plate Load Test for 4 storeys and higher (5 Photocopies, Signed & Sealed)		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in & Submit the required documents for initial assessment and verification. *Make sure to receive a checklist of the submitted documents.	1.1 Give the Logbook to the client 1.2 Receive the required documents and check for completeness. 1.3 Advise for the date of ocular inspection	None	1 Day	<i>Administrative Aide III – (Municipal Engineering Office)</i>
2. Wait while the document is being evaluated and reviewed	2.1 Evaluation of Plans and Specifications 2.2 Conduct Ocular Inspection	None	15 Days	<i>Acting Local Building Official – (Municipal Engineering Office)</i>
3. Return to the Office of the Municipal Engineer for the Evaluation of Payment of Building Permit	3.1 Evaluation of Building Permit Fee 3.2 Issue the Order of Payment	None	1 Day	<i>Acting Local Building Official – (Municipal Engineering Office)</i>
4. Payment for the required fees at the Municipal Treasury Office by showing the Order of Payment	4.1 Accept the Payment based on the Order of Payment 4.2 Issue the Official Receipt	See ANNEX III (Building Permit Fees)	1 Day	<i>Revenue Collection Clerk I (Mun. Treasury Office)</i>
5. Return to the Office of the Municipal Engineer for the Release of the Building Permit	5.1 Record and Release of Building Permit	None	1 Day	<i>Administrative Aide III – (Municipal Engineering Office)</i>
TOTAL		*See Annex III	19 Days	



ANNEX III Building Permit Fees

Bases of Assessment

- a. Character of Occupancy or use of Building/Structures (Table I)
- b. Cost of Construction (Table II)
- c. Floor area
- d. Height

Table I: **Character of Occupancy or use of Building/Structures**

Group A – RESIDENTIAL DWELLINGS	
Division A-1	Residential Building /structure for exclusive use of single family occupants including school or company staff housing; single (nuclear) family dwellings; churches or similar places of worship; church rectories; community facilities and social centers; parks, playgrounds, pocket parks, parkways, promenades and play lots; clubhouses and recreational uses such as golf courses, tennis courts, basketball courts, swimming pools and similar uses operated by the government or private individuals as membership organizations for the benefit of their members, families, and guests and not operated primarily for gain.
Division A-2	Residential Building for the exclusive use of non-leasing occupants not exceeding 10 persons including single attached or duplex or townhouses, each privately-owned; school dormitories (on campus); convents and monasteries; military or police barracks/dormitories; pre-schools, elementary and high schools, provided that they do not exceed 16 classrooms; outpatient clinics, family planning clinics, lying-in clinics, diagnostics clinics, medical and clinical laboratories; branch library and museums; steam/dry cleaning outlets; party needs and accessories (leasing of tables and chairs, etc.)
Group B – RESIDENTIALS, HOTELS AND APARTMENTS	
Division B-1	Boarding or lodging houses, hotels, apartment buildings, row houses, convents, monasteries and other similar building each of which accommodates more than 10 persons.
Group C – EDUCATIONAL AND RECREATION	
Division C-1	Buildings used for school or day-care purposes, involving assemblage for instruction, education, or recreation, and not classified in Group I or in Division 1 and 2 or Group H Occupancies
Group D - INSTITUTIONAL	
Division D-1	Mental Hospitals, mental sanitarium, jails, prisons, reformatories, and buildings where personal liberties of inmates are similarly restrained.
Division D-2	Nurseries for full-time care of children under kindergarten age, hospitals, sanitarium, nursing homes with non-ambulatory patients, and similar buildings each accommodating more than five persons
Division D-3	Nursing homes for ambulatory patients, homes for children of kindergarten age or over, each accommodating more than five persons: Provided, that Group D Occupancies shall not include buildings used only for private or family group dwellings purposes.



Group E – BUSINESS AND MERCANTILE	
Division E-1	Gasoline filling and service stations, storage garages and boat storage structures where no work is done except exchange of parts and maintenance requiring no open flame, welding, or the use of highly flammable liquids.
Division E-2	Wholesale and retail stores, office buildings, drinking and dining establishments having an occupant load less than one hundred persons, printing plants, police and fire stations, factories and workshops using not highly flammable or combustible materials and paint stores without bulk handlings
Division E-3	Aircraft hangars and open parking garages where no repair work is done except exchange of parts and maintenance requiring no open flame, welding or use of highly flammable liquids.
Group F - INDUSTRIAL	
Division F-1	Ice Plants, power plants, pumping plants, cold storage, and creameries, factories and workshops using incombustible and non-explosive materials, and storage and sales rooms for incombustible and non-explosive materials
Group G – STORAGE AND HAZARDOUS	
Division G-1	Storage and handling of hazardous and highly flammable material
Division G-2	Storage and handling of flammable materials, dry cleaning plants using flammable liquids' paint stores with bulk handling, paint shops and spray-painting rooms
Division G-3	Wood working establishments, planing mills and box factories, shops, factories where loose combustible fibers or dust are manufactured, processed or generated; warehouses where highly combustible materials is stored
Division G-4	Repair garages
Division G-5	Aircraft repair hangars
Group H – ASSEMBLY OTHER THAN GROUP I	
Division H-1	Any assembly building with a stage and an occupant load of less than 1000 in the building
Division H-2	Any assembly building without a stage and having an occupant load of 300 or more in the building
Division H-3	Any assembly building without a stage and having an occupant load of less than 300 in the building
Division H-4	Stadia, reviewing stands, amusement park structures not included within Group I or in Division 1,2 and 3 of this Group
Group I – ASSEMBLY OCCUPANT LOAD 1000 OR MORE	
Division I-1	Any assembly building with a stage and an occupant load of 1000 or more in the building
Group J- ACCESSORY	
Division J-1	Agricultural Structures
Division J-2	Private garages, carports, fences over 1.80 meters high, tanks, swimming pools and towers
Division J-3	Stages, platforms, pelota, tennis, badminton or basketball courts, tombs, mausoleums, niches, aviaries, aquariums, zoo structures, banks and record vaults.



Table II: Cost of Construction

Regardless of the type of construction, the cost of construction of any building/structure for the purpose of assessing the corresponding fees shall be based on the following table: (Fixed cost of Construction Per Sq. meter).

LOCATION	GROUP		
	A, B, C, D, E, G, H, I PHP 10,000.00	F PHP 8,000.00	J PHP 6,000.00
Description		Fees	
1. Construction/addition/renovation/alteration of buildings/structures under Group/s and Sub-Divisions shall be assessed as follows:			
a. Division A-1		Fee per sq. meters	
a-1 Original complete construction up to 20.00 sq. m.		PHP 2.00	
a-2 Additional/renovation/alteration up to 20.00 sq.m. regardless of floor area of original construction		PHP 2.40	
a-3 Above 20.00 sq.m. to 50.00 sq.m.		PHP 3.40	
a-4 Above 50.00 sq.m. to 100.00 sq.m.		PHP 4.80	
a-5 Above 100.00 sq.m. to 150.00 sq.m.		PHP 6.00	
a-6 Above 150.00 sq.m.		PHP 7.20	
b. Division A-2			
b-1 Original complete construction up to 20.00 sq.m.		PHP 3.00	
b-2 Additional/Renovation/Alteration up to 20.00 sq.m. regardless of floor area of original construction		PHP 3.40	
b-3 Above 20.00 sq.m. to 50.00 sq.m.		PHP 5.20	
b-4 Above 50.00 sq.m. to 100.00 sq.m.		PHP 8.00	
b-6 Above 150.00 sq.m.		PHP 8.40	
c. Division B-1/C-1/E-1,2,3/F-1/G-1,2,3,4,5/H-1,2,3,4/I-1 and J-1,2,3			
c-1 Up to 500 sq.m.		PHP 23.00	
c-2 Above 500 to 600 sq.m.		PHP 22.00	
c-3 Above 600 to 700 sq.m.		PHP 20.50	
c-4 Above 700 to 800 sq.m.		PHP 19.50	
c-5 Above 800 to 900 sq.m.		PHP 18.00	
c-6 Above 900 to 1,000 sq.m.		PHP 17.00	
c-7 Above 1,000 to 1,500 sq.m.		PHP 16.00	
c-8 Above 1,500 to 2,000 sq.m.		PHP 15.00	
c-9 Above 2,000 to 3,000 sq.m.		PHP 14.00	
c-10 Above 3,000 sq.m.		PHP 12.00	
<p>*Note: Computation of the building fee for item c. is cumulative. The total area is split up into sub-areas corresponding to the area bracket indicated in the Table above. Each sub-area and the fee corresponding to its area bracket are multiplied together. The building fee is the sum of the individual products.</p>			
d. Division C-2/D-1, 2, 3		Fee per sq.m.	
d-1 Up to 500 sq.m.		PHP 12.00	
d-2 Above 500 to 600 sq.m.		PHP 11.00	



d-3 Above 600 to 700 sq.m.	PHP 10.20
d-4 Above 700 to 800 sq.m.	PHP 9.60
d-5 Above 800 to 900 sq.m.	PHP 9.00
d-6 Above 900 to 1,000 sq.m.	PHP 8.40
d-7 Above 1,000 to 1,500 sq.m.	PHP 7.20
d-8 Above 1,500 to 2,000 sq.m.	PHP 6.60
d-9 Above 2,000 to 3,000 sq.m.	PHP 6.00
d-10 Above 3,000 sq.m.	PHP 5.00
*Note: Computation of the building fee in item d. follows the example of item c. of this Schedule.	
e. J-2 structures shall be assessed 50% of the rate of the building of which they are accessories (Section a. to d.)	
2. Electrical Fees in residential, institutional, commercial and industrial structures	Fees
a. Total Connected Load (kVA)	
a-1 5 kVa or less	PHP 200.00
a-2 Over 5 kVa to 50 kVA	PHP 200.00 + PHP20.00/kVa
a-3 Over 50 kVA to 300 kVA	PHP 1,100 + PHP10.00/kVa
a-4 Over 300 kVA to 1,500 kVA	PHP 3,600 + PHP5.00/kVA
a-5 Over 1,500 kVA to 6,000 kVA	PHP 9,600 + PHP2.50/kVa
a-6 Over 6,000 kVA	PHP 20,850 + PHP1.25/kVA
b. Total Transformer/Uninterrupted Power Supply (UPS)/ Generator Capacity (kVA)	
b-1 5 kVA or less	PHP40.00
b-2 Over 5 kVA to 50 kVA	PHP 40.00 + PHP4.00/kVA
b-3 Over 50 kVA to 300 kVA	PHP 220.00 + PHP2.00/kVA
b-4 Over 300 kVA to 1,500 kVA	PHP 720.00 + PHP1.00/kVA
b-5 Over 1,500 kVA to 6,000 kVA	PHP 1,920.00 + PHP0.50/kVA
b-6 Over 6,000 kVA	PHP 4,170.00 + PHP0.25/kVA
c. Pole/Attachment Location Plan Permit	
c-1 Power Supply Pole Location	PHP 30.00/pole
c-2 Guying Attachment	PHP 30.00/attachment
d. Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection, or relocation and issuance of Wiring Permit	
d-1 Residential	Electric Meter – PHP 15.00



	Wiring Permit – PHP 15.00
d-2 Commercial/Industrial	Electric Meter – PHP 60.00 Wiring Permit – PHP 36.00
d-3 Institutional	Electric Meter – PHP 30.00 Wiring Permit – PHP 12.00
*Note: The Total Electrical Fees shall be the sum of Section B.a to B.d	
3. Mechanical Fees	
a. Refrigeration, Air Conditioning and Mechanical Ventilation:	
a.-1 Refrigeration (cold storage), per ton of fraction thereof	PHP 40.00
a-2 Ice Plants, per ton or fraction thereof	PHP 60.00
a-3 Packaged/Centralized Air Conditioning Systems (Up to 100 tons, per ton	PHP 90.00
a-4 Every ton or fraction thereof above 100 tons	PHP 40.00
a-5 Window type air conditioners, per unit	PHP 60.00
a-6 Mechanical Ventilation, per kW or fraction thereof of blower or fan or metric equivalent	PHP 40.00
*NOTE: In a series of AC/REF systems located in one establishment, the total installed tons of refrigeration shall be used as the basis of computation for purposes of installation/inspection fees, and shall not be considered individually.	
b. Escalators and Moving Walks, funiculars and the like	
b-1 Escalator and moving walk, per kW or fraction thereof	PHP 10.00
b-2 Escalator and moving walk, up to 20.00 lineal meters or fraction thereof	PHP 20.00
b-3 Every lineal meter of fraction thereof in excess of 20.00 lineal meters	PHP 10.00
b-4 Funicular, per kW or fraction thereof	PHP 200.00
b-4-1 Per Lineal meter travel	PHP 20.00
b-5 Cable car, per kW or fraction thereof	PHP 40.00
b-5-1 Per Lineal meter travel	PHP 5.00
c. Elevators, per unit:	
c-1 Motor driven dumbwaiters	PHP 600.00
c-2 Construction elevators for material	PHP 2,000.00
c-3 Passenger elevators	PHP 5,000.00
c-4 Freight Elevators	PHP 5,000.00
c-5 Car Elevators	PHP 5,000.00
d. Boilers, per kW	
d-1 Up to 7.5 kW	PHP 500.00
d-2 Above 7.5 kW to 22 kW	PHP 700.00



d-3 Above 22 kW to 37 kW	PHP 900.00
d-4 Above 37 kW to 52 kW	PHP 1,200.00
d-5 Above 52 kW to 67 kW	PHP 1,400.00
d-6 Above 67 kW to 74 kW	PHP 1,600.00
d-7 Every kW or Fraction thereof above 74 kW	PHP 5.00
e. Pressurized water heaters, per unit	PHP 200.00
f. Water sump and sewage pumps for commercial/ industrial use, per kW or fraction thereof	PHP 60.00
g. Automatic fire sprinkler system, per sprinkler head	PHP 4.00
h. Diesel/Gasoline ICE, Steam, Gas Turbine/Engine, Hydro Nuclear or Solar generating Units and the like, per kW	
h-1 Every kW up to 50 kW	PHP 25.00
h-2 Above 50 kW up to 100 kW	PHP 20.00
h-3 Every kW above 100 kW	PHP 3.00
i. Compressed Air, Vacuum, Commercial, Institutional and Industrial Gases, per outlet	PHP 20.00
j. Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. Meter or fraction thereof whichever is higher	PHP 4.00
k. Other Internal Combustion Engines, including cranes, forklifts, loaders, pumps, mixers, compressors and the like not registered with the LTO, per kW	
k-1 Up to 50 kW	PHP 25.00
k-2 Above 50 kW to 100 kW	PHP 20.00
k-3 Every above 100 kW or fraction thereof	PHP 3.00
l. Pressure Vessels, per cu. Meter of fraction thereof	PHP 60.00
m. Other Machinery/Equipment for commercial/Industrial institutional Use not elsewhere specified, per kW or fraction thereof	PHP 60.00
n. Pneumatic tubes, Conveyors, Monorails for materials handling and addition to existing supply and/or exhaust duct works and the like, per lineal meters or fraction thereof	PHP 10.00
*NOTE: Transfer of machines/equipment location with a building requires a mechanical permit and payment of fees.	
4. Plumbing Fees	
*NOTE: One (1) "UNIT" composed of one (1) water closet, two (2) floor drains, one (1) lavatory, one (1) sink with ordinary trap, three (3) faucets and one (1) shower head.	
a. Every Fixture in excess of one unit	
a-1 Each water closet	PHP 7.00
a-2 Each floor drain	PHP 3.00
a-3 Each sink	PHP 3.00
a-4 Each lavatory	PHP 7.00
a-5 Each faucet	PHP 2.00
a-6 Each shower head	PHP 2.00
b. Special Plumbing Fixtures0	



b-1 Each Slop Sink	PHP 7.00
b-2 Each Urinal	PHP 4.00
b-3 Each bath tub	PHP 7.00
b-4 Each grease trap	PHP 7.00
b-5 Each garage trap	PHP 7.00
b-6 Each bidet	PHP 4.00
b-7 Each dental cuspidor	PHP 4.00
b-8 Each gas-fired water heater	PHP 4.00
b-9 Each drinking fountain	PHP 2.00
b-10 Each bar or soda fountain sink	PHP 4.00
b-11 Each laundry Sink	PHP 4.00
b-12 Each laboratory Sink	PHP 4.00
b-13 Each fixed-type sterilizer	PHP 2.00
c. Each Water Meter	PHP 2.00
c-1 12 to 25 mm dia.	PHP 2.00
c-2 Above 25 mm dia.	PHP 10.00
d. Construction of Septic Tank, applicable in all Groups	
d-1 Up to 5.00 cu.m. of digestion chamber	PHP 24.00
d-2 Every cu.m. or fraction thereof excess of 5.00 cu.m.	PHP 7.00
5. Electronics Fees	
a. Central Office switching equipment, remote switching units, concentrations, PABX/PBX's, Cordless/wireless telephone and communication systems, intercommunication system and other types of switching/routing/distribution equipment used for voice, data image text, facsimile, Internet services, cellular, paging and other types/forms of wired or wireless communications.	PHP 2.40 per port
b. Broadcast station for radio and TV for both commercial and training purposes, CATV headed, transmitting/receiving/relay radio and broadcasting communications stations, communications center, switching centers, control centers, operation and/or maintenance centers, call centers cell sites, equipment silos/shelters and other similar locations/structures used for navigational aids, radar, telemetry, tests and measurements, global positioning and personnel/vehicle location	PHP 1,000.00 per location
c. Automated teller machines ticketing, vending and other types of electronic dispensing machines, telephone booths, pay phones, coin changers, location or direction finding system, navigational equipment used for land, aeronautical or maritime applicants, photography and reproduction machines x-ray, scanners, ultrasound and other apparatus/equipment used for medical, biomedical, laboratory and testing purposes and other similar	PHP 10.00 per unit



electronic or electronically-controlled apparatus or devices, whether located indoors or outdoors	
d. Electronics and communications outlets used for connection and termination of voice, data, computer (including workstations, servers, routers, etc.), audio, video, or any form of electronics and communications services, irrespective of whether a user terminal is connected	PHP 2.40 per outlet
e. Station/terminal/control point/port/central or remote panes/outlets for security and alarm systems (including watchman system, burglar alarms, intrusion detection systems, lightning controls, monitoring and surveillance system, sensors, detectors, parking management system, barrier controls, signal lights, etc.), electronics fire alarm (including early detection systems, smoke detectors, etc.), sound-reinforcement/background, music/paging/conference systems and the like, CATV/MATV/and off-air television, electronically controlled conveyance systems, building automation management systems and similar types of electronic or electronically-controlled installations whether a user terminal is connected	PHP 2.40 per outlet
f. Studios, auditoriums, theaters, and similar structures for radio and TV broadcast, recording, audio/video reproduction/simulation and similar activities	PHP 1,000.00 per location
g. Antenna towers/masts or other structures for installation of any electronic and/or communications transmission/reception	PHP 1,000.00 per structure
h. Electronic or electronically-controlled indoor and outdoor signages and display systems, including TV monitors, multi-media signs, etc.	PHP 50.00 per unit
i. Poles and attachment	
i-1 Per Pole (to be paid by pole owner)	PHP 20.00
i-2 Per attachment (to be paid by any entity who attaches to the pole of others)	PHP 20.00
j. Other types or electronics or electronically-controlled device, apparatus, equipment, instrument or units not specifically identified above	PHP 50.00
6. Accessories of the Building/Structures Fees	
a. All parts of buildings which are open on two (2) or more sides, such as balconies, terraces, lanais and the like, shall be charged 50% of the rate of the principal building of which they are a part (Sections 1.a to 1.d. of this Schedule)	
b. Buildings with a height of more than 8.00 meters shall be charged an additional fee of twenty-five centavos (PHP 0.25) per cu.m. above 8.00 meters. The height shall be	



measured from the ground level up to the bottom of the roof slab or the top of girts, whichever applies.	
c. Bank and Records Vaults with interior volume up to 20.00 cu.m.	PHP 20.00
c-1 In excess of 20.00 cu.m.	PHP 8.00
d. Swimming pools, per cu.m. or fraction thereof	
d-1 GROUP A Residential	PHP 3.00
d-2 Commercial/Industrial/Institutional GROUPS B,E,F,G	PHP 36.00
d-3 Social/Recreational/Institutional GROUPS C,D,H,I	PHP 24.00
d-4 Swimming pools improvised from local indigenous materials such as rocks, stones, and/or small boulders and with plain cement flooring shall be charged 50% of the above rates	
d-5 Swimming pool shower rooms/locker rooms	
d-5(1) Per unit or Fraction thereof	PHP 60.00
d-5(2) Residential GROUP A	PHP 6.00
d-5(3) GROUP B,E,F,G	PHP 18.00
d-5(4) GROUP C,D,H	PHP 12.00
e. Construction of firewalls separate from the building	
e-1 Per sq.m. or fraction thereof	PHP 3.00
e-2 Provided, that the minimum fee shall be	PHP 48.00
f. Construction/erection of towers: Including Radio and TV towers, water tank supporting structures and the like:	
f-1 Single detached dwelling units	Self-Supporting – PHP 500.00 (Tilon Guyed) – PHP 150.00
f-2 Commercial/Industrial (Groups B,E,F,G) up to 10.00 meters in height	Self-Supporting – PHP 2,400.00 (Tilon Guyed) – PHP 240.00
f-2(1) Every meter or fraction thereof in excess of 10.00 meters	Self-Supporting – PHP 120.00 (Tilon Guyed) – PHP 12.00
f-3 Educational/Recreational/Institutional (Groups C,D,H,I) up to 10.00 meters in height	Self-Supporting – PHP 1,800.00 (Tilon Guyed) – PHP 120.00
f-3(1) Every meter or fraction thereof in excess of 10.00 meters	Self-Supporting – PHP 120.00 (Tilon Guyed) – PHP 12.00
g. Storage Silos, up to 10.00 meters in height	PHP 2,400.00
g-1 Every meter or fraction thereof in excess of 10.00 meters	PHP 150.00



g-2 Silos with platforms or floors shall be charged an additional fee in accordance with Section 1.e of this Schedule	
h. Construction of smokestacks and Chimneys for Commercial/Industrial use Groups B, E, F and G	
h-1 Smokestack, up to 10.00 meters in height, measured from the base	PHP 240.00
h-1(1) Every meter or fraction thereof in excess of 10.00 meters	PHP 12.00
h-2 Chimney up to 10.00 meters in height, measured from the base	PHP 48.00
h-2(1) Every meter or fraction thereof in excess of 10.00 meters	PHP 2.00
i. Construction of Commercial/Industrial Fixed Ovens, per sq.m. or fraction thereof of interior floor areas	PHP 48.00
j. Construction of Industrial Kiln/Furnace, per cu.m. or fraction thereof volume	PHP 12.00
k. Construction of reinforced concrete or steel tanks or above ground GROUPS A and B, up to 2.00 cu.m.	PHP 12.00
k-1 Every cu.m. or fraction thereof in excess of 2 cu.m.	PHP 12.00
k-2 For all other than Groups A and B up to 10.00 cu.m.	PHP 480.00
k-2(1) Every cu.m. or fraction thereof in excess of 10.00 cu.m.	PHP 24.00
l. Construction of Water and Waste Water Treatment Tanks: (Including Cisterns, Sedimentation and Chemical Treatment Tanks) per cu.m. of volume	PHP 7.00
m. Construction of reinforced concrete or steel tanks except for Commercial/Industrial use	
m-1 Above ground, up to 10.00 cu.m.	PHP 480.00
m-1(1) Every cu.m. or fraction thereof in excess of 10.00 cu.m.	PHP 480.00
m-2 Underground, up to 20.00 cu.m.	PHP 540.00
m-2(1) Every cu.m. or fraction thereof in excess of 20.00 cu.m.	PHP 24.00
n. Pull-outs and Reinstallation of Commercial/Industrial Steel Tanks	
n-1 Underground, per cu.m. or fraction thereof of excavation	PHP 3.00
n-2 Saddle or trestle mounted horizontal tanks, per cu.m. or fraction thereof of volume of tank	PHP 3.00
n-3 Reinstallation of vertical storage tanks shall be the same as new construction fees. In accordance to Section 6.k	
o. Booths, Kiosks, Platforms Stages and the like, per sq.m. or fraction thereof of floor area	
o-1 Construction of permanent type	PHP 10.00



o-2 Construction of temporary type	PHP 5.00
o-3 Inspection of knock-down temporary type, per unit	PHP24.00
p. Construction of Buildings and other accessory structures within cemeteries and memorial parks	
p-1 Tombs, per sq.m. of covered ground	PHP 5.00
p-2 Semi-enclosed mausoleums whether canopied or not, per sq.m. of built-up area	PHP 5.00
p-3 Totally enclosed mausoleums, per sq.m. of floor area	PHP 12.00
p-4 Totally enclosed mausoleums, per sq.m. of floor area	PHP 5.00
p-5 Columbarium, per sq.m.	PHP 18.00



111. Securing of Certificate of Occupancy

A Certificate of Occupancy is issued to any person, firm or corporation that has secured Building Permit and whose Building or structure, which is within the locality of Santa Ignacia has been complete in its phase of construction. Also, to any person, firm or corporation availing the assistance of various financial institution such as PAG-IBIG and commercial Bank.

Office or Division:	Office of the Municipal Engineer			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government-to-Citizens G2B – Government-to-Businesses			
Who may avail:	Owners that has Building Permit within the locality of Santa Ignacia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Building Plans (1 Photocopy)		Applicant or Applicant's Engineer/Architect or Municipal Engineering Office		
2. Fully Accomplished Certificate of Completion – Building, Sanitary, Plumbing and Electrical (2 Photocopies)		Applicant or Applicant's Supervising Engineers		
3. Inspection Report (1 Photocopy)		Municipal Engineering Office		
4. Fire Safety Inspection Certificate (1 Photocopy)		Bureau of Fire Protection		
5. Construction Logbook (1 Original, Signed & Sealed)		Applicant's Engineer/Architect		
Additional Requirements for Approved Plans being Altered during Actual Construction		Applicant or Applicant's Supervising Engineer/ Architect		
1. As-Built Plans (2 Sets, Signed & Sealed)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in & Submit the required documents for initial assessment and verification. *Make sure to receive a checklist of the submitted documents	1.1 Give the Logbook to the client 1.2 Receive the required documents and check for completeness. 1.3 Advise for the date of ocular inspection	None	1 Day	<i>Administrative Aide III</i> (Municipal Engineering Office)
2. Wait while the document is being evaluated and reviewed	2.1 Evaluation of Plans and Specifications 2.2 Conduct Ocular Inspection	None	15 Days	<i>Acting Local Building Official</i> (Municipal Engineering Office)



3. Return to the Office of the Municipal Engineer for the Evaluation of Payment of Occupancy Permit	3.1 Evaluation of Occupancy Permit Fee 3.2 Issue the Order of Payment	None	1 Day	<i>Acting Local Building Official – (Municipal Engineering Office)</i>
4. Payment for the required fees at the Municipal Treasury Office by showing the Order of Payment	4.1 Accept the Payment based on the Order of Payment 4.2 Issue the Official Receipt	Annex IV (Certificate of Occupancy Fees)	1 Day	<i>Revenue Collection Clerk I (Mun. Treasury Office)</i>
5. Return to the Office of the Municipal Engineer for the Release of the Occupancy Permit	5.1 Record and Release of Occupancy Permit	None	1 Day	<i>Administrative Aide III – (Municipal Engineering Office)</i>
TOTAL		*See Annex IV	19 Days	

ANNEX IV
Certificate of Occupancy Fees

Refer to **Annex III** – Character of Occupancy or use of Building/Structures (**Table I**) & Cost of Construction (**Table II**) for the basis of computation

Description	Fees
1. Division A-1 and A-2 Buildings	
a. Costing up to PHP 150,000.00	PHP 100.00
b. Costing more than PHP 150,000.00 up to PHP 400,000.00	PHP 200.00
c. Costing more than PHP 400,000.00 up to PHP 850,000.00	PHP 400.00
d. Costing more than PHP 850,000.00 up to PHP 1,200,000.00	PHP 800.00
e. Every million or portion thereof in excess of PHP 1,200,000.00	PHP 800.00
2. Division B-1/E-1,2,3/F-1/G-1,2,3,4,5/H-1,2,3,4/and I-1	
a. Costing up to PHP 150,000.00	PHP 200.00
b. Costing more than PHP 150,000.00 up to PHP 400,000.00	PHP 400.00
c. Costing more than PHP 400,000.00 up to PHP 850,000.00	PHP 800.00
d. Costing more than PHP 850,000.00 up to PHP 1,200,000.00	PHP 1,000.00
e. Every million or portion thereof in excess of PHP 1,200,000.00	PHP 1,000.00



3. Divisions C-1,2/D-1,2,3	
a. Costing up to PHP 150,000.00	PHP 150.00
b. Costing more than PHP 150,000.00 up to PHP 400,000.00	PHP 250.00
c. Costing more than PHP 400,000.00 up to PHP 850,000.00	PHP 600.00
d. Costing more than PHP 850,000.00 up to PHP 1,200,000.00	PHP 900.00
e. Every million or portion thereof in excess of PHP 1,200,000.00	PHP 900.00
4. Division J-1 Buildings/Structures	
a. With floor area up to 20.00 sq.m.	PHP 50.00
b. With floor area above 20.00 sq.m. up to 500.00 sq.m.	PHP 240.00
c. With floor area above 500.00 sq.m. up to 1,000.00 sq.m.	PHP 360.00
d. With floor area above 1,000.00 sq.m. up to 5,000.00 sq.m.	PHP 480.00
e. With floor area above 5,000.00 sq.m. up to 10,000.00 sq.m.	PHP 200.00
f. With floor area above 10,000.00 sq.m.	PHP 2,400.00
5. Division J-2 Structures	
a. Garages, carports, balconies, terraces, lanais and the like: 50% of the rate of the principal building, of which they are accessories	
b. Aviaries, aquariums, zoo structures and the like: same rates as for Annex II (Section 1.c)	
c. Towers such as for radio and TV transmissions, cell sites, sign (Ground or Roof Type) and water tank supporting structures and the like in any location shall be imposed fees as follows:	
c-1 First 10.00 meters of height from the ground	PHP 800.00
c-2 Every meter of fraction thereof in excess of 10.00 meters	PHP 50.00
6. Change in Use/Occupancy, per sq.m. meter or fraction thereof of area affected	PHP 5.00



112. Securing of Electrical Permit/Power Service Connection (KWM)

A Small Electrical Permit is issued to any person/individual who wishes to put up electrical installations with residential structure of less than 20 sq.m. in order to obtain services of electric utility company base on R.A. 7920 known as the Philippine Electrical Code

Office or Division:	Office of the Municipal Engineer			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government-to-Citizens G2B – Government-to-Businesses			
Who may avail:	Residents Only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Cedula of the Applicant (1 Photocopy)		Applicant or Municipal Treasury Office		
2. Picture of the House (1 Original)		Applicant		
3. Barangay Clearance (3 Photocopies)		Barangay Hall		
4. Tax Declaration of Lot; Tax Receipt & TCT (3 Photocopies)		Applicant or Municipal Assessor's Office		
5. TARELCO Application Form (1 Original)		TARELCO		
6. Fire Clearance (1 Original, 1 Photocopy)		Bureau of Fire Department		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in & Submit the required documents for initial assessment and verification. *Make sure to receive a checklist of the submitted documents	1.1 Give the Logbook to the client 1.2 Receive the required documents and check for completeness. 1.3 Advise for the date of ocular inspection	None	1 Day	<i>Administrative Aide III</i> (Municipal Engineering Office)
2. Wait while the document is being evaluated and reviewed	2.1 Evaluation of Plans and Specifications 2.2 Conduct Ocular Inspection	None	15 Days	<i>Acting Local Building Official</i> (Municipal Engineering Office)
3. Return to the Office of the Municipal Engineer for the Evaluation of Payment of Electrical Permit	3.1 Evaluation of Electrical Permit Fee 3.2 Issue the Order of Payment	None	1 Day	<i>Acting Local Building Official –</i> (Municipal Engineering Office)



4. Payment for the required fees at the Municipal Treasury Office by showing the Order of Payment	4.1 Accept the Payment based on the Order of Payment 4.2 Issue the Official Receipt	Inspection Fee Residential – PHP 50.00/ Commercial – PHP 100.00	1 Day	<i>Revenue Collection Clerk I</i> (Mun. Treasury Office)
5. Return to the Office of the Municipal Engineer for the Release of the Electrical Permit	5.1 Record and Release of Electrical Permit	None	1 Day	<i>Administrative Aide III</i> (Municipal Engineering Office)
TOTAL		PHP 50.00 (Residential)/ PHP 100.00 (Commercial)	19 Days	



Office of the Municipal Engineer
Internal Services



113. Request for Pre-Repair of Equipment

Pre-Repair of is issued to any office that needed a repair on equipment's.

Office or Division:	Office of the Municipal Engineer			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	LGU Santa Ignacia Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Verbal Notification of the request		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verbal notification of the request needed for pre-repair	1.1 Record the request and encode. 1.2 Advise for an ocular inspection	None	5 Minutes	<i>Administrative Aide III</i> (Municipal Engineering Office)
2. Wait for the ocular inspection	2.1 Conduct Ocular inspection 2.2 Encode the materials needed for the repair for the canvassing of price.	None	1 Day	<i>Municipal Engineer</i> (Municipal Engineering Office)
3. Wait for the document to be processed	3.1 Canvass the materials cost from different suppliers	None	5 Days	<i>Mun. General Service Officer</i> (General Service Office)
	4.1 Prepare the Program of Works & Purchase Request	None	1 Day	<i>Municipal Engineer</i> (Municipal Engineering Office)
	5.1 Request for Obligation Request (ObR)	None	3 Days	<i>Mun. Budget Officer</i> (Municipal Budget Office)



	6.1 Purchasing the Materials for the repair	None	3 Days	<i>Mun. General Service Officer (General Service Office)</i>
	7.1 Conducting the repair of equipment	None	5 Days	<i>Municipal Mechanic (Municipal Engineering Office)</i>
	TOTAL	None	18 Days, 5 Minutes	



114. Request for Program of Works

Program of Works is issued before a Municipal or Barangay Project. Program of Works is a document that describe the scope of works and the total cost of the Municipal or Barangay Projects

Office or Division:	Office of the Municipal Engineer			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	Municipal and Barangay Officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Verbal Notification of the request		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verbal notification of the request needed for pre-repair	1.1 Record the request and encode. 1.2 Advise for an ocular inspection	None	5 Minutes	<i>Engineering Assistant – (Municipal Engineering Office)</i>
2. Wait for the ocular inspection	2.1 Conduct Ocular inspection 2.2 Prepare the Program of Works (POW), Purchase Request (PR), Detailed Breakdown of ABC, and Technical Drawings 2.3 Approval of the POW from the concerned offices	None	5 Days	<i>Municipal Engineer – (Municipal Engineering Office)</i>
3. Wait for the document to be processed	3.1 Request for Obligation Request (ObR)	None	3 Days	<i>Mun. Budget Officer – (Municipal Budget Office)</i>
	4.1 Documents will be completed for Procurement Processes	None	5 Days	<i>BAC Secretariat (General Services Office)</i>
TOTAL		None	13 Days, 5 Minutes	



115. Request for Site Inspection & Final Billing of the Project

Site Inspection is conducted when the municipal or barangay projects has been completed.

Office or Division:	Office of the Municipal Engineer			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	Municipal and Barangay Officials			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter of Intent (3 Original)			Applicant	
2. Statement of Works Accomplished (3 Original)			Applicant	
3. Pictures of the Projects – Before, During, and After (1 Original)			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in and Submit all the required documents	1.1 Give the Logbook to the client 1.2 Advise for the date of ocular inspection	None	5 Minutes	<i>Engineering Assistant – (Municipal Engineering Office)</i>
2. Wait for the documents being evaluated for completeness	2.1 Checking and Evaluation of Procurement Documents	None	1 Day	<i>BAC Secretariat – (General Services Office)</i>
3. Wait for the ocular inspection	3.1 Conduct Ocular inspection 3.2 Prepare the Punchlist of Work and Inspection Report 3.3 Prepare the Accomplishment Report and Billing Report. 3.4 Issuance of Certificate of Completion and Certificate of Acceptance 3.5 Approval of Certificate of Completion & Acceptance from concerned offices	None	15 Days	<i>Municipal Engineer – (Municipal Engineering Office)</i>
3. Wait for the document to be Vouchered	4.1 Attachment of Certificate of Completion & Acceptance to the documents 4.2 Preparation for the Voucher	None	3 Days	<i>BAC Secretariat – (General Services Office)</i>
TOTAL		None	19 Days, 5 Minutes	



116. Request for Regravelling

Request for regravelling is issued to Municipal or Barangay Officials for the maintenance and improvement of municipal/barangay roads.

Office or Division:	Office of the Municipal Engineer			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	Municipal and Barangay Officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Fully accomplished request form (1 Original, 1 Photocopy)		Municipal Engineering Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in and Submit all the required documents	1.1 Give the Logbook to the client 1.2 Advise for the date of ocular inspection	None	5 Minutes	<i>Administrative Aide I – (Municipal Engineering Office)</i>
2. Wait for the ocular inspection	2.1 Conduct ocular inspection 2.2 Advise client for date of delivery	None	5 Day	<i>Municipal Engineer – (General Services Office)</i>
3. Wait for the delivery of materials	3.1 Delivery of Materials	None	10 Days	<i>Driver (Dump truck) – (Municipal Engineering Office)</i>
TOTAL		None	15 Days, 5 Minutes	



Municipal Agricultural Officer

External Services



117. Issuance of Certificate as Bonafide Farmer

Farmer can request for the issuance of certification as bonafide farmer in the Municipality

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail?	Residents only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Included in the Master list of Farmers in the Municipality		Department of Agriculture		
2. Government Issued Identification Card		BIR, Post Office, DFA, SSS, GSIS, Pag-IBIG		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. SIGN in the Request log book in the office of D.A.	1.1 Give the Logbook to the client-personnel. 1.2 Print the Requested Certificate and check for any errors. 1.3 Affix signature 1.4 Release Requested Certificate	None	10 Minutes	<i>Agricultural Technologist</i> (Mun. Agriculture Office)
TOTAL		None	10 Minutes	



118. Issuance of Endorsement Letter

Farmer Cooperative Associations (FCA) can request endorsement for the acquisition of farm machineries and other agricultural projects and programs

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail?	All registered Cooperatives and Farmers Associations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Registration		Department of Agriculture		
2. Government Issued Identification Card		BIR, Post Office, DFA, SSS, GSIS, Pag-IBIG		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Request log book in the office of D.A.	1.1 Give the Logbook to the client- personnel 1.2 Print the Requested Certificate and check for any errors 1.3 Affix signature 1.4Release Requested Certificate	None	10 Minutes	<i>Agricultural Technologist</i> (Mun. Agriculture Office)
TOTAL		None	10 Minutes	



119. Issuance of Rice Crop Manager Recommendation

Farmer's answers to questions on their rice farming practices to automatically generate a rice management guideline aimed at increasing the farmer's net income

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All farmers of Santa Ignacia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Bonafide farmer of the Municipality of Santa Ignacia		Department of Agriculture		
2. Government Issued Identification Card		BIR, Post Office, DFA, SSS, GSIS, Pag-IBIG		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. SIGN IN THE Request log book in the office of D.A.	1.1 Interview the farmers using the RCM questionnaire 1.2 Print the Requested Certificate and check for any errors. 1.3 Release Requested Certificate	None	1 day	<i>Agricultural Technologist</i> (Mun. Agriculture Office)
TOTAL		None	1 day	



120. Issuance of Soil Analysis Recommendation

To determine the level of availability of nutrients or the need for its introduction. To predict the increase in yields and profitability of fertilization.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail?	All bonafide farmers of Santa Ignacia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Bonafide farmer of the Municipality of Santa Ignacia		Department of Agriculture		
2. 1 Kilo Soil Sample		Land Area of the Applicant		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Request log book in the office of D.A.	1.1 Give the Logbook to the client- personnel 1.2 Gather 1 kilo of sample soil in the field 1.3 Air dry the soil sample for 3 days 1.4 Test the soil and record the results 1.5 Print the results	None	3 Days	<i>Agricultural Technologist</i> (Mun. Agriculture Office)
TOTAL		None	3 Days	



121. Provision of Quality Seeds (Hybrid and Certified Palay Seeds)

Farmers can request and avail of hybrid and certified palay seeds, to be planted in their respective farms to increase yield and lessen the production cost.

Office or Division:	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Registered and compliant Farmers' Cooperative Association (FCA) in the Municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Masterlist of members and certificate of registration/compliance certificate.		Department of Agriculture		
2. Government Issued Identification Card		BIR, Post Office, DFA, SSS, GSIS, Pag-IBIG		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit list of members	1.1 Get the list of Farmers Association and Cooperatives and submit to DA Region III	None	2 weeks	<i>Agricultural Technologist</i> (Mun. Agriculture Office)
TOTAL		None	2 weeks	



122. Anti-Rabies Vaccination

The purpose of vaccinating cats and dogs against rabies is to establish pre-exposure immunity and protect individual animals from contracting rabies, hereby preventing further spread to humans or other domestic animals.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Residents only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Assessment of overall alertness and appearance		None		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. SIGN IN THE Request log book in the office of D.A.	1.1 Give the Logbook to the client- personnel. 1.2 Check the physical appearance and temperature of the dog/cat 1.3 Administer vaccination	None	3 days	<i>Agricultural Technologist</i> (Mun. Agriculture Office)
TOTAL		None	3 days	



123. Request for Forest/Fruit Tree Seedlings to Support the Clean and Green Program of the Municipality

Various organizations, schools, farmers and private individuals can request for forest and fruit tree seedlings to be planted in their respective community or schools or hills/ mountains in support to the Municipality program as well as the clean and green program.

Office or Division:	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	-Farmers within the Municipality /Schools, religious organizations /Barangay Council/Non-government organizations/Private citizens/ agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter to be approved by the Municipal Mayor		Department of Agriculture		
2. Government Issued Identification Card		BIR, Post Office, DFA, SSS, GSIS, Pag-IBIG		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. SIGN IN THE Request log book in the office of D.A.	1.1 Give the Logbook to the client- personnel. 1.2 Give the requested seedlings to the farmers	None	20 days	<i>Agricultural Technologist</i> (Mun. Agriculture Office)
TOTAL		None	20 days	



124. Fish Production and Management Services

Clients may seek assistance in availing tilapia or catfish fingerlings; validation of site and technical assistance in the culture and management of tilapia or catfish.

Office or Division:	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All farmers/ fisherfolks of the Municipality; Farmer Organizations with SWIP, lakes and Communal ponds.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Must be included in the list of farmers/ farmer association with SFRs, lakes or SWIP		Department of Agriculture		
2. SFRs/ Fishpond owners		None		
3. Government Issued Identification Card		BIR, Post Office, DFA, SSS, GSIS, Pag-IBIG		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. SIGN IN THE Request log book in the office of D.A.	1.1 Give the Logbook to the client- personnel. 1.2 Give the requested fingerlings to the fisherfolks.	None	20 days	<i>Agricultural Technologist</i> (Mun. Agriculture Office)
TOTAL		None	20 days	



Office of the Municipal Disaster Risk Reduction and Management

Internal Services



125. Conduct Information Education Campaign to enhance awareness of the populace on the impact of the hazard

An intervention to ensure awareness of the populace on the impacts of hazards

Office or Division:	Municipal Disaster Risk Reduction and Management Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		Municipal Disaster Risk Reduction and Management Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7. Conduct Information Education Campaign to enhance awareness of the populace on the impact of the hazard	1.2 Submit Request Letter to the Office of the Mayor for Approval	None	5 Minutes	<i>MDRRMO III</i> (Mun. Disaster Risk Reduction Management Office)
	1.3 Get Complete Details of What, When and Who are the Audience	None	5 Minutes	<i>MDRRMO III</i> (Mun. Disaster Risk Reduction Management Office)
TOTAL		None	10 Minutes	



126. Provision and establishment of Early Warning System and Billboard Hazard Advisory

Early warning systems can be set up to avoid or reduce the impact of hazards such as floods, landslides, storms and accidents.

Office or Division:	Municipal Disaster Risk Reduction and Management Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		Municipal Disaster Risk Reduction and Management Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provision and establishment of Early Warning System and Billboard Hazard Advisory	1.1 Submit Request Letter to the Office of the Mayor for Approval 1.2 Site validation of where the Early Warning System and Billboard will be set. 1.3 Project Design approval from the Municipal Mayor's Office for the materials to be used. 1.4 Construction of the EWS. 1.5 Installation of the EWS and Billboard Hazard.	None	10 Minutes	<i>MDRRMO III</i> <i>MDRRMO II</i> <i>EMT's</i> <i>DART</i> <i>First Responders</i> <i>MDRRMO III</i> (Mun.Disaster Risk Reduction Management Office)
TOTAL		None	10 Minutes	



127. Conduct training on First Aid and Basic Life Support (BLS) to selected Elementary and High school Pupils/Students

Capacity Building of pupils/students in BLS for Disaster Response on there respected schools. BLS a level of medical care which is used for victims of life-threatening illnesses or injuries until they can be given full medical care at a hospital.

Office or Division:	Municipal Disaster Risk Reduction and Management Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		Municipal Disaster Risk Reduction and Management Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Conduct training on First Aid and Basic Life Support (BLS) to selected Elementary and High school Pupils/Students	1.1 Submit Request Letter coming from School to the Mayor.	None	5 Minutes	<i>MDRRMO III</i> <i>MDRRMO II</i> <i>MDRRMO III</i> (Mun. Disaster Risk Reduction Management Office)
	1.2 Submit Request Letter noted by the Municipal Mayor to DRRM Personnel.	None	5 Minutes	<i>MDRRMO III</i> <i>MDRRMO II</i> <i>MDRRMO III</i> (Mun. Disaster Risk Reduction Management Office)
TOTAL		None	10 Minutes	



128. Facilitate Quarterly National Simultaneous Earthquake Drill

Capacity Building of pupils/students in preparation for the “Big One” and other related Disasters, training on Disaster Response on their respected schools.

Office or Division:	Municipal Disaster Risk Reduction and Management Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen, G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		Municipal Disaster Risk Reduction and Management Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Facilitate Quarterly National Simultaneous Earthquake Drill	1.1. Submit Letter of Request to the Municipal Mayor.	None	5 Minutes	MDRRMO III MDRRMO II EMT's DART First Responders MDRRMO III (Mun. Disaster Risk Reduction Management Office)
	1.2. Submit Noted Request Letter by Mayor to MDRRMO Personnel's.	None	5 Minutes	MDRRMO III (Mun. Disaster Risk Reduction Management Office)
TOTAL		None	10 Minutes	



129. Facilitate Disaster Preparedness and Disaster Mitigation and Prevention Program

Measures taken to prepare for and reduce the effects of disasters. That is, to predict and, where possible, prevent disasters, mitigate their impact on vulnerable populations, and respond to and effectively cope with their consequences.

Office or Division:	Municipal Disaster Risk Reduction and Management Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen, G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		Municipal Disaster Risk Reduction and Management Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Facilitate Disaster Preparedness and Disaster Mitigation and Prevention Program	1.1. Submit Letter of Request to the Municipal Mayor.	None	5 Minutes	<i>MDRRMO III MDRRMO II EMT's DART First Responders MDRRMO III (Mun. Disaster Risk Reduction Management Office)</i>
	1.2. Submit Noted Request Letter by Mayor to MDRRMO Personnel's.	None	5 Minutes	
TOTAL		None	10 Minutes	



130. Conduct Pre-Disaster Risk Assessment (PDRA) and Rapid Disaster Assessment and Need Analysis in vulnerable areas

PDRA is process to determine the nature and extent of such risk, by analyzing hazards and evaluating existing conditions of vulnerability that together could potentially harm exposed people, property, services, livelihoods and the environment on which they depend.

Office or Division:	Municipal Disaster Risk Reduction and Management Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		Municipal Disaster Risk Reduction and Management Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Conduct Pre-Disaster Risk Assessment (PDRA) and Rapid Disaster Assessment and Need Analysis in vulnerable areas	1.1 Submit Request Letter to the Office of the Mayor for Approval	None	5 Minutes	<i>MDRRMO III</i> <i>MDRRMO II</i> <i>MDRRMO III</i> (Mun. Disaster Risk Reduction Management Office)
	1.2 Get Complete Details of what, When and Who are the Audience	None	5 Minutes	<i>MDRRMO III</i> <i>MDRRMO II</i> <i>MDRRMO III</i> (Mun. Disaster Risk Reduction Management Office)
TOTAL		None	10 Minutes	



131. Response to Emergency Call/Report

Actions done in an event of an Emergency Call.

Office or Division:	Municipal Disaster Risk Reduction and Management Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		Municipal Disaster Risk Reduction and Management Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Response to Emergency Call/Report	1.1 Call/Report made from the Emergency Numbers/ Hotline, Radio, MDRRMO, PNP, BFP 1.2 Give complete details like nature of call, location, name of caller/reporter, location of the emergency, number of persons involve in the emergency 1.3 Dispatch First Responders, SRR team, DART, EMT's and additional resources if necessary	None	5 Minutes	MDRRMO III MDRRMO II EMT's DART First Responders <i>MDRRMO III</i> (Mun. Disaster Risk Reduction Management Office)
TOTAL		None	5 Minutes	



Office of the Municipal Environment and Natural Resources Officer

External Services



132. Garbage Collection

The MENR Office regularly conducts garbage collection on, a daily basis, at the Public Market, Municipal Hall Compound and other Local Government Facility and within immediate town proper. While for the requesting barangays will be thru Memorandum of Understanding stating therein the convenient day, time and frequency of garbage collection.

Office or Division:	MENR Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Resident only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Present Valid Identification Card		Pag – Ibig, SSS, Voter’s ID, GSIS Umid Card, Philhealth, BIR,		
2. Written request for waste collection (Representative)		All requestee (Personal Letter or Barangay request)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Log book.	1.1. Give the Log Book to the client	None	10 minutes	<i>Municipal Environment and Natural Resources Officer</i> (Mun. Environment and Natural Resources Office)
2. Submit request for garbage collection	2.1. Received/noted for scheduling			
TOTAL		None	10 Minutes	

133. IEC & Symposium (Facilitator)

Provides information, education & communication dissemination on Proper Waste Handling & Disposal, Waste segregation at the source, efficient storage and processing & recovery and conducts speaking engagement to requesting institution on the above and the same stated cause.

Office or Division:	MENR Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Program of activity		The Proponents		
2. Formal invitation or request		The event organizer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign In the log book.	1.1 Give Log Book to the Client	None	10 minutes	<i>Municipal Environment and Natural Resources Officer</i> (Mun. Environment and Natural Resources Office)
2. Submit program of activity	2.1 Receive submitted program of activity			
3. Send formal invitation or request	3.1 Acknowledge			



	receipt of request			Office)
	TOTAL	None	10 minutes	

134. Issuance of Certification/Clearance/Permits

Certifications are issued to affirm the validity of the information ask for and likewise, permits are issued to allow continuity of operation or renewal of business to operate of a particular establishment.

Office or Division:	MENR Office			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who may avail:	ALL business establishment requiring Environmental Compliance Certificate (ECC)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request base also on a checklist of requirements required by the concerned agency/office		The concerned agency/office requiring such certification/clearance/permit		
1. One copy per transaction		MENR Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present/submit request with the checklist of requirement of the requesting agency	1.1 Receives, review and issue certification/clearance/permit	None	30 minutes	<i>Municipal Environment and Natural Resources Officer</i> (Mun. Environment and Natural Resources Office)
TOTAL		None	10 minutes	



Office of the Municipal Environment and Natural Resources Officer

Internal Services



135. Disposal of Municipal Waste (Residuals)

Disposal of municipal waste is to the Metro Clark Sanitary Landfill on a regular basis at three (3) times a week and we are disposing an average of 120 Tons a month.

Office or Division:	MENR Office			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	1.The Local Government of Santa Ignacia, Tarlac			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly notarized Disposal Agreement between the LGU Santa Ignacia, Tarlac and Metro Clark Development Corporation		The Metro Clark Development Corporation		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Acquire a copy of the Disposal Agreement from the concerned agency	1.1. Receives and review the contents of the Disposal Agreement.	PHP 850.00/Ton	20 Days	Metro Clark Development Corporation
2. Fill it up completely and have it signed by the Mayor and MENRO	2.1. Have them signed also and notarized			
TOTAL		PHP 850.00/Ton	20 Days	

136. Multi-Purpose Waste Management Facility Operation

The operation of this facility serves as Materials Recovery Facility (MRF), Residuals Containment Area (RCA), processing center & recovery, transfer & transport and temporary holding area prior to final disposal to the Metro Clark Sanitary Landfill.

Office or Division:	MENR Office		
Classification:	Highly Technical		
Type of Transaction:	G2G – Government to Government		
Who may avail:	MENRO Personnel (Waste Collection, Processing & Disposal Unit)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Citizen's Charter		Municipal Environment and Natural Resources Office	
2. Program of activity on the facility operation		Municipal Environment and Natural Resources Office	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare the program of activity on the facility operation	1.1 Receive program of activity for execution	As per budgetary allocation	20 Days	<i>Municipal Environment and Natural Resources Officer</i> (Mun. Environment and Natural Resources Office)
TOTAL		As per budgetary allocation	20 Days	

137. Park/plaza, Street/highway sweeping & grass cutting

Park/plaza and street/highway sweeping & grass cutting provides an atmosphere of a clean environment advocating and promoting the Anti – Littering Ordinance of the municipality.

Office or Division:	MENR Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	1.MENRO Personnel (Park/street sweeping unit)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Citizen's Charter		MENR Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare & submit Schedules (Time covered & location) of Work Assignment of personnel	1.1 Receive & review for execution	None	1 Day	<i>Municipal Environment and Natural Resources Officer</i> (Mun. Environment and Natural Resources Office)
TOTAL		None	1 Day	



138. Submission/documentation of reports/plan

Submitted and documented reports or plans are important in the sense that it will serve as basis or phases of accomplishment of an agency or office. It will also be a manifestation of efficient operation of an agency and a competent action of personnel in it.

Office or Division:	MENR Office			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Local Government Unit of Santa Ignacia, Tarlac			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Citizen's Charter		Requesting Agency/Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare documents/report or plan for submission	1.1 Send request documents	None	7 Days	<i>Municipal Environment and Natural Resources Officer</i> (Mun. Environment and Natural Resources Office)
2. Submit prepared documents to the Receiving Section	2.1 Review and validate received documents			
3. Get received copy	3.1 Issue received copy			
TOTAL		None	7 Days	



Office of the Municipal Administrator
External Services



139. Application of Dagdag Puhunan Program

Dagdag Puhunan Program is primarily for extending additional assistance to those citizens especially those house wives who have an existing small business in their barangay. This is one way of the government to help them increase their monthly income by inspiring them to be business minded citizens.

Office or Division:	Municipal Administrator's Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Residents only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Certification of existing business		Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's log book in the receiving area.	1.1 Give the log book to the client.	None	2 Minutes	<i>Administrative Aide I</i> (Mun. Administrator's Office)
2. Submit barangay certification	2.1 Receive, evaluate and Asses document/s	None	5 Minutes	<i>Municipal Administrator/ ICO</i> (Mun. Administrator's Office)
3. Fill-up application form	3.1 Issue application form to be filled-up by the applicant.	None	2 Minutes	<i>Municipal Administrator/ ICO</i> (Mun. Administrator's Office)
	3.2 Check application form if properly filled up.	None	2 Minutes	<i>Municipal Administrator/ ICO</i> (Mun. Administrator's Office)
	3.3 Submit application form to MPDC for processing.	None	2 Minutes	<i>Municipal Administrator/ ICO</i> (Mun. Administrator's Office)
TOTAL		None	13 Minutes	



140. New Application for Municipal Educational Assistance Program

The LGU through the Municipal Educational Assistance Program is providing financial assistance to the qualified students to help them to be able to attain their education goals.

Office or Division:	Municipal Administrator's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Residents only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application letter addressed to LCE		From the applicant		
2. School records showing academic performance/rating		School where applicant was previously enrolled.		
3. Certificate of Indigency		Barangay Hall		
4. Certificate of registration for the current semester		School where applicant is currently enrolled.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's log book in the receiving area.	1.1 Give the log book to the client.	None	2 Minutes	<i>Administrative Aide I</i> (Mun. Administrator's Office)
2. Present barangay certification	2.1 Receive, evaluate and Asses document/s	None	5 Minutes	<i>Municipal Administrator/ ICO</i> (Mun. Administrator's Office)
3. Fill-up application form	3.1 Issue application form to be filled-up by the applicant.	None	5 Minutes	<i>Municipal Administrator/ ICO</i> (Mun. Administrator's Office)
	3.2 Check application form if properly filled up.	None	2 Minutes	<i>Municipal Administrator/ ICO</i> (Mun. Administrator's Office)
	3.2 Endorse application form to LCE for approval.	None	2 Minutes	<i>Municipal Administrator/ ICO</i>
TOTAL		None	16 Minutes	



141. Renewal of Application for Municipal Educational Assistance Program

The LGU through the Municipal Educational Assistance Program is providing financial assistance to the qualified students to help them to be able to attain their education goals.

Office or Division:	Municipal Administrator's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Residents only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copy of grades from previous semester		School where applicant was previously enrolled.		
2. Certificate of registration for the current semester		Scholl where applicant is currently enrolled.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's log book in the receiving area.	1.1 Give the log book to the client.	None	2 Minutes	<i>Administrative Aide I</i> (Mun. Administrator's Office)
2. Present and submit required documents.	2.1 Receive, evaluate and Asses document/s	None	5 Minutes	<i>Municipal Administrator/ ICO</i> (Mun. Administrator's Office)
3. Fill-up application form.	3.1 Issue application form to be filled-up by the applicant.	None	2 Minutes	<i>Municipal Administrator/ ICO</i> (Mun. Administrator's Office)
	3.2 Check application form if properly filled up.	None	2 Minutes	<i>Municipal Administrator/ ICO</i> (Mun. Administrator's Office)
	3.3 Endorse application to LCE for approval.	None	2 Minutes	<i>Municipal Administrator/ ICO</i> (Mun. Administrator's Office)
TOTAL		None	13 Minutes	



142. Distribution of medicines

To assure that citizens are equally provided with available medicines in the LGU. This is also to strictly monitor the supplies and make sure that there are always available medicines that the citizens can avail.

Office or Division:	Municipal Administrator's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Residents only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Medical prescription from MHO or any other licensed doctor		Any health facility preferably from RHU Santa Ignacia		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's log book in the receiving area.	1.1 Give the log book to the client.	None	2 Minutes	<i>Administrative Aide I</i> (Mun. Administrator's Office)
2. Present medical prescription	2.1 Check medical prescription	None	2 Minutes	<i>Administrative Aide I</i> (Mun. Administrator's Office)
	2.2 Log medicines to be released	None	2 Minutes	<i>Administrative Aide I</i> (Mun. Administrator's Office)
3. Claim medicine/s.	3.1 Release medicine/s	None	2 Minutes	<i>Administrative Aide I</i> (Mun. Administrator's Office)
TOTAL		None	8 Minutes	



Office of the Municipal Administrator
Internal Services



143. Distribution of gasoline for municipal vehicles

To strictly monitor the use of the municipal vehicles and make sure that these vehicles are being used for official business trips only.

Office or Division:	Municipal Administrator's Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Employees of LGU Santa Ignacia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Fully accomplished trip ticket		Municipal Administrator's Office		
2. Fully accomplished Travel Order		HRMO (Window 14)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's log book in the receiving area.	1.1 Give the log book to the client.	None	2 Minutes	<i>Administrative Aide I</i> (Mun. Administrator's Office)
2. Present trip ticket and travel order.	2.1 Assess and evaluate trip ticket and travel order.	None	2 Minutes	<i>Administrative Aide I</i> (Mun. Administrator's Office)
	2.2 Log details of the trip	None	2 Minutes	<i>Administrative Aide I</i> (Mun. Administrator's Office)
3. Claim gas slip	3.1 Release gas slip	None	1 Minute	<i>Administrative Aide I</i> (Mun. Administrator's Office)
TOTAL		None	5 Minutes	



Office of the Sangguniang Bayan

External Services



144. Issuance of Franchise (MTO/PA) of Motorized Tricycle

The Permits and Licensing Section issues Motorized Tricycle Franchise to qualified applicants. The franchise fee per unit is payable at One Hundred Fifty Pesos (P150.00) annually and within ten (10) days prior to the anniversary date of the issuance of the MTO. Any franchise/MTO shall remain valid for a period of one (1) year from the date of its issuance, renewable for another one (1) year.

Office or Division:	Office of the Sangguniang Bayan			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Residents only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Clean windshield		Motorcycle Equipment store		
2. Garbage receptacle		Motorcycle Equipment store		
3. Functional horn that does not emit exceptionally loud or startling sound		Motorcycle Equipment store		
4. Functional two signal lights, front and back for turning right or left or for emergency purposes		Motorcycle Equipment store		
5. Functional tail light, including license plate light		Motorcycle Equipment store		
6. Top chain extending to the rear wheel		Motorcycle Equipment store		
7. Functional white head light in front and functional red tail light at the rear, visible at least 50 meters from the front and rear of the tricycle and functioning under all weather conditions		Motorcycle Equipment store		
8. Functional light installed inside the sidecar and kept lighted while plying a designated route		Motorcycle Equipment store		
9. Functional anti-noise equipment		Motorcycle Equipment store		
10. Sticker containing the body number of the vehicle and placed prominently and identifiable from a distance		Motorcycle Equipment store		
11. Fully-operational mufflers		Motorcycle Equipment store		
12. Roadworthiness of the tricycle unit				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply for a Motorcycle Franchise with all the requirements listed above.	1. Receive the request. 1.1 Enter the application to the logbook. 1.2 Include the application in the calendar for the reading of the regular session.	None	5 Minutes	Secretary to the Sanggunian/ OSS Staff-in-charge (Office of the Sec to the SB)
2. Pay the Necessary Fees	2.1 Revenue Collection Clerk from the Treasury Office will issue a receipt.	Application Fee - PHP 150.00	15 Minutes	Revenue Collection Clerk I (Mun. Treasury)



		<p>Service Fee - PHP 20.00</p> <p>Health and Sanitation Fee - PHP 30.00</p> <p>Motorized Tricycle Operators Permit (MTO) - PHP 150.00</p> <p>Mayor's Permit Fee (annual fee) - PHP 50.00</p> <p>Parking Space fee - PHP 150.00</p> <p>Sticker - PHP 30.00</p> <p>Police Clearance - PHP 60.00</p> <p>Other Fees: Fare adjustment fee, for the fare increase - PHP 100.00</p> <p>Filing fee for amendment of MTO - PHP 100.00</p>		Office)
3. Referral to the Committee on Transportation and	3.1 Review and Inspection of the Unit.	None	7 Days	<i>Committee on Transportation and</i>



Communication Preparation of drafts of Ordinance/s and or Resolution/s				<i>Communication (Office of the SB)</i>
4. Second Reading	4.1 Once the application has been cleared from general welfare and well-being, It will be included in the second reading of the next Regular/ Special Session.	None	7 Days	<i>Committee Chairman or Members concerned (Office of the SB)</i>
5. Third and Final Reading, Approval and Signing of approved Ordinance/s and or Resolution/s.	5.1 With no more issues concerning the request, it will be passed to the Sangguniang Bayan for Final Reading and Approval.	None	1 Day	<i>The Sangguniang Bayan (Office of the SB)</i>
6. Issuance of franchise (MTO) of motorized tricycle	6.1 Issue to the applicant the MTO Resolution.	None	3 Minutes	<i>Secretary to the Sanggunian/ OSS Staff-in- charge (Office of the Sec. To the SB)</i>
TOTAL		PHP 20.00 to PHP 150.00	15 Days, 23 Minutes	



145. Accreditation of Civil Society Associations

The municipal local government operations officer, SB member, and other chosen resource speakers will orient them on their respective roles in the Local Special Board to strengthen their participation in local governance and development processes of our locality.

Office or Division:	Office of the Sangguniang Bayan			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Residents Only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter for Legislative Action		The organization requesting the action.		
2. Board Resolution		The organization requesting the action.		
3. Certificate of Registration issued by CDA/ SEC		From the Office of Cooperative Development Authority and Securities and Exchange Commission		
4. List of Current Officers and Members		The organization requesting the action.		
5. Original Sworn Statement stating that the CSO is an independent, non-partisan organization.		Notary Public		
6. Annual Accomplishment Report		The organization requesting the action.		
7. Financial Statement		The organization requesting the action.		
8. Profile indicating the purpose and objectives of the organization		The organization requesting the action.		
9. Copy of the Minutes of the Meetings of the organization		The organization requesting the action.		
10. For CSO's applying to be members of the Local School or Health Board, Photocopy of profiles of at least three (3) individuals in the organization that will verify their involvement in the health or education sector		The organization requesting the action.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application for Accreditation with all the requirements listed above.	1.1 Receive the request. 1.2 Enter the application to the logbook. 1.3 Include the request in the calendar for the reading of the regular session.	None	5 Minutes	Secretary to the Sanggunian (Office of the Sec to the SB)
2. Referral to the Respective	2.1 Reviews, research and study	None	7 Days	Committee's responsible for the request.



Committee's Concerned.	on a particular legislative measure are undertaken by respective committee.			(Office of the SB)
3. Committee Meeting/ Preparation of drafts of Ordinance/s and or Resolution/s	3.1 Committee meetings, consultation with stakeholders and public hearings are likewise regularly conducted to gather the sentiments and reactions of the general public concerning matters that needs legislation.	None	7 Days	<i>Committee Chairman or Members concerned</i> (Office of the SB)
4. Second Reading	4.1 Once the request has been cleared from general welfare and well-being, It will be included in the second reading of the next Regular/ Special Session.	None	7 Days	<i>Committee Chairman or Members concerned</i> (Office of the SB)
5. Third and Final Reading, Approval and Signing of approved Ordinance/s and or Resolution/s.	5.1 With no more issues concerning the request, it will be passed to the Sangguniang Bayan for Final Reading and Approval.	None	1 Day	<i>The Sangguniang Bayan</i> (Office of the SB)
6. Issuance of Certificate of Accreditation	6.1 Issue to the applicant	None	3 Minutes	<i>Secretary to the Sanggunian/ OSS Staff-in-charge</i> (Office of the SB)
TOTAL		None	22 Days 8 Minutes	



146. Request for Reclassification

The passage of a resolution and/or Ordinance for Land Reclassification and Development Permit is a requirement prior to the usage of a particular agricultural land to other uses and pursuance of development activities of any subdivision/memorial park project, respectively.

Reclassification Ordinance of agricultural land is a primary requirement in securing a Development Permit.

Office or Division:	Office of the Sangguniang Bayan
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government, G2B - Government to Business, G2C - Government to Citizen
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
. Fill out an application letter addressed to the Sangguniang Bayan requesting for reclassification.	LGU Santa Ignacia/ persons / business owners requesting the action.
. Proof of ownership of land, TCT/OCT and other documents establishing ownership	Duly certified by Register of Deeds within 30 days prior to filing application.
. Special Power of Attorney (If the Petitioner is other than the owner of the land or Board Resolution if the owner is a corporation duly signed by the member.	From the Owner of the Land.
. Sketch vicinity and location plan showing TCT No., Lot No., area per title duly prepared	By licensed Geodetic Engineer showing sufficient references points for the identification of the property under consideration.
. Billboard sign 4" x 8" measuring indicating the caption of the request and the proposed project.	Printing Services
. Certification from the Municipal Agriculturist Officer as provided under Sec. 20 of the Local Government Code.	Santa Ignacia Municipal Agriculture Office
. True copy of Tax Declaration covering the subject property (current year)	Santa Ignacia Municipal Assessor
. Attached Two (2) pictures 5R in size of the Billboard.	Photo Studio
. Official Receipt showing Proof of payment of Filing and Inspection fees.	Municipal Cashier
. DAR Clearance (Status of coverage under the CARP and presence of farmers, tillers or occupants)	Department of Agrarian Reform
. Barangay Public Hearing	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application for a Reclassification with all the requirements listed above.	1.1 Receive the request. 1.2 Enter it to the logbook. 1.3 Include the request in the calendar for the reading of the regular session.	None	5 Minutes	<i>Secretary to the Sanggunian</i> (Office of the Sec. to the SB)
3. Referral to the Committee on Comprehensive Land Use Planning (CLUP) & Urban Planning, Housing Rules and Regulations. Preparation of drafts of Ordinance/s and or Resolution/s	3.1 Reviews, research and study on a particular legislative measure are undertaken by respective committee.	None	7 Days	<i>Committee's responsible for the request.</i> (Office of the SB)
4. Second Reading	4.1 Once the application has been cleared from general welfare and well-being, It will be included in the second reading of the next Regular/ Special Session.	None	7 Days	<i>Committee's concerned.</i> (Office of the SB)
5. Third and Final Reading	5.1 With no more issues concerning the request, it will be passed to the Sangguniang Bayan for Final Reading and Approval.	None	1 Day	<i>Committee Chairman or Members</i> (Office of the SB)
6. Issuance of Ordinance/s and or Resolution/s to the requesting parties.	6.1 Copy furnish of requesting parties and concerned agencies.	None	3 Minutes	<i>Secretary to the Sanggunian/ OSS Staff-in-charge</i> (Office of the SB)
TOTAL		None	15 Days, 8 Minutes	



147. Request for Development Permit

The passage of a resolution and/or Ordinance for Development Permit is a requirement prior to the usage of a particular agricultural land to other uses and pursuance of development activities of any subdivision/memorial park project, respectively.

Reclassification Ordinance of agricultural land is a primary requirement in securing a Development Permit.

Office or Division:	Office of the Sangguniang Bayan	
Classification:	Highly Technical	
Type of Transaction:	G2G – Government to Government, G2B - Government to Business, G2C - Government to Citizen	
Who may avail:	LGU Santa Ignacia, Business owners in Santa Ignacia, Citizens of Santa Ignacia	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Application letter addressed to the Sangguniang Bayan requesting for Development Permit.	LGU Santa Ignacia/ persons / business owners requesting the action.
	2. Proof of ownership of land, TCT/OCT and other documents establishing ownership	Duly certified by Register of Deeds within 30 days prior to filing application.
	3. Special Power of Attorney (If the Petitioner is other than the owner of the land or Board Resolution if the owner is a corporation duly signed by the member.	From the Owner of the Land.
	4. Sketch vicinity and location plan showing TCT No., Lot No., area per title duly prepared	From a licensed Geodetic Engineer showing sufficient references points for the identification of the property under consideration.
	5. Billboard sign 4" x 8" measuring indicating the caption of the request and the proposed project.	Printing Services
	6. Certification from the Municipal Agriculturist Officer as provided under Sec. 20 of the Local Government Code.	Santa Ignacia Municipal Agriculture Office
	7. True copy of Tax Declaration covering the subject property (current year)	Santa Ignacia Municipal Assessor
	8. Attached Two (2) pictures 5R in size of the Billboard.	Photo Studio
	9. Official Receipt showing Proof of payment of Filing and Inspection fees.	Municipal Cashier
	10. DAR Clearance (Status of coverage under the CARP and presence of farmers, tillers or occupants)	Department of Agrarian Reform
	11. Barangay Public Hearing	Barangay Hall where the land is located.



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply for a Development Permit with all the requirements listed above.	1.1 Receive the request. 1.2 Enter it to the logbook. 1.3 Include the request in the calendar for the reading of the regular session.	None	5 Minutes	Secretary to the Sanggunian (Office of the Sec. to the SB)
2. Referral to the Committee on Comprehensive Land Use Planning (CLUP) & Urban Planning, Housing Rules and Regulations. Preparation of drafts of Ordinance/s and or Resolution/s.	2.1 Reviews, research and study on a particular legislative measure are undertaken by respective committee.	None	7 Days	Committee's responsible for the request. (Office of the SB)
3. Second Reading	3.1 Once the application has been cleared from general welfare and well-being, It will be included in the second reading of the next Regular/ Special Session.	None	7 Days	Committee's concerned. (Office of the SB)
4. Third and Final Reading, Approval and Signing of approved Ordinance/s and or Resolution/s.	4.1 With no more issues concerning the request, it will be passed to the Sangguniang Bayan for Final Reading and Approval.	None	7 Days	Committee Chairman or Members (Office of the SB)
5. Issuance of Ordinance/s and or Resolution/s to the requesting parties.	5.1 Copy furnish of requesting parties and concerned agencies.	None	3 Minutes	Secretary to the Sanggunian/ OSS Staff-in-charge (Office of the SB)
TOTAL		None	21 Days, 8 Minutes	



148. Borrowing of Books

The Municipal Library aims to provide intellectual capabilities of the residents, adequate depository of reading, reference materials for its clientele – children, out of school youth, students, PWD's, Senior Citizens, local and national employees for the development of their skill in making them productive member of the society.

Office or Division:	Office of the Sangguniang Bayan
Classification:	Simple
Type of Transaction:	G2G - Government to Government, G2B - Government to Business, G2C – Government to Citizen
Who may avail:	All Residents of Santa Ignacia
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Identification Card	The person borrowing books.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in to the log book.	1.1 Check details of the Identification Card.	None	3 Minutes	<i>Librarian I</i> (Office of the Sec. to the SB)
2. Deposit the Identification Card to the Librarian.	2.1 Librarian keeps the I.D. and shows the location of the book/s.	None	3 Minutes	<i>Librarian I</i> (Office of the Sec. to the SB)
3. Reading of book/s. 3.1 Take the book/s home.	3.1 Record the transaction at the tracking card of the book/s.	None	3 Days	<i>Librarian I</i> (Office of the Sec. to the SB)
3.2. Read inside the library.		None	8 Hours	<i>Librarian I</i> (Office of the Sec. to the SB)
4. Return of book. 4.1 Sign in to the log book. 4.2 Return book/s to the Librarian.	4.1 Record the transaction at the tracking card of the book/s and give back the Identification card.	None	3 Minutes	<i>Librarian I</i> (Office of the Sec. to the SB)
TOTAL		None	3 Days, 8 Hours, 9 Minutes	



149. Use of Tech4ED Computers

The Tech4ED Center is a self-sustaining, shared facility providing access to ICT-enabled services and relevant content. It serves as a conduit for efficient delivery of government and other services and a potent tool for the empowerment and participation of the unserved and underserved communities in development.

Office or Division:	Office of the Sangguniang Bayan			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government, G2B – Government to Business, G2C – Government to Citizen			
Who may avail:	All Residents of Santa Ignacia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Identification Card		The person to use the computer/s.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in to log book.	1.1 Check details of the Identification Card.	None	3 Minutes	<i>Librarian I</i> (Office of the Sec. to the SB)
2. Deposit the Identification Card to the Librarian.	2.1 Librarian keeps the I.D. and shows the location of the computer/s.	None	3 Minutes	<i>Librarian I</i> (Office of the Sec. to the SB)
3. Use of Computer/s.	3.1 Use of Internet for research. 3.2 Use of Microsoft Office Application for encoding of projects. 3.3 Use of Tech4Ed Application for research.	None	8 Hours	<i>Librarian I</i> (Office of the Sec. to the SB)
5. Printing. 5.1. Ask the Librarian to print the desired document.	4.1 Librarian will print the desired document.	None	10 Minutes	<i>Librarian I</i> (Office of the Sec. to the SB)
6. End of Use of Computer/s.	5.1 Check the computer and close the applications used by the client/s.	None	3 Minutes	<i>Librarian I</i> (Office of the Sec. to the SB)
TOTAL		None	8 Hours, 19 Minutes	



Office of the Secretary to the Sangguniang Bayan
Internal Services



150. Legislative Proposals in The Sangguniang Bayan

Local governance draws strength and focus from quality local legislation. More than a mere procedural act or legislative formality, legislation is concerned primarily with substance, where its supreme objective is general welfare and well-being.

Legislation requires not only the skills of a legislator but also sensitivity to challenges, pressures and inadequacies of governance. It cannot be overemphasized that central to the concerns of local legislation is development with a human face.

Legislative actions and local concerns beforehand are submitted to the Sanggunian and are referred to the concerned committee during its regular or special sessions. Reviews, research and study on a particular legislative measure are undertaken by respective committee before it is submitted again to the Sanggunian for final action. Committee meetings, consultation with stakeholders and public hearings are likewise regularly conducted to gather the sentiments and reactions of the general public concerning matters that needs legislation.

Office or Division:	Office of The Sangguniang Bayan			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	LGU Santa Ignacia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter for Legislative Action		The person/ organization/ agency requesting the action.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit a request for the passage of a Resolution or Ordinance.	1.1 Receive the request. 1.2 Enter it to the logbook. 1.3 Include the request in the calendar for the reading of the regular session.	None	5 Minutes	Secretary to the Sanggunian/ OSS Staff-in-charge (Office of the Sec. to the SB)
3. Referral to the Respective Committee's Concerned.	3.1 Reviews, research and study on a particular legislative measure are undertaken by respective committee.	None	7 Days	Committee's responsible for the request. (Office of the SB)



4. Committee Meeting, Preparation of drafts of Ordinance/s and or Resolution/s.	4.1 Committee meetings, consultation with stakeholders and public hearings are likewise regularly conducted to gather the sentiments and reactions of the general public concerning matters that needs legislation.	None	7 Days	<i>Committee Chairman or Members concerned.</i> (Office of the SB)
5. Second Reading	5.1 Once the request has been cleared from general welfare and well-being, It will be included in the second reading of the next Regular/ Special Session.	None	7 Days	<i>Committee Chairman or Members concerned.</i> (Office of the SB)
6. Third and Final Reading, Approval and Signing of approved Ordinance/s and or Resolution/s.	6.1 With no more issues concerning the request, it will be passed to the Sangguniang Bayan for Final Reading and Approval.	None	1 Day	<i>The Sangguniang Bayan</i> (Office of the SB)
7. Issuance of Ordinance/s and or Resolution/s to the requesting parties.	7.1 Copy furnish of requesting parties and concerned agencies.	None	3 Minutes	<i>Secretary to the Sanggunian/ OSS Staff-in-charge</i> (Office of the SB)
TOTAL		None	22 Days, 8 Minutes	



151. Issuance of Certified True Copies of Sangguniang Bayan Documents

The public may request for certified true copies of municipal council documents from the Sangguniang Bayan. These documents include ordinances, resolutions, minutes of deliberations and Committee Reports/Recommendations on the action taken on Barangay Measures.

Office or Division:	Office of The Secretary to the Sanggunian			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government, G2B- Government to Business, G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request specifying the document needed.		The person/ organization/ agency requesting the action.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter of request specifying the document needed.	1.1 Receive the request. 1.2 Enter it to the logbook.	None	5 Minutes	<i>Secretary to the Sanggunian/ OSS Staff-in-charge (Office of the SB)</i>
2. Pay the necessary fees to the Revenue Collection Clerk from the Treasury Office.	2.1. Revenue Collection Clerk from the Treasury Office will issue a receipt.	True Copy of Minutes, Resolution or Ordinance - PHP 60.00 Certifying official acts or documents - PHP 60.00 Every additional copy - PHP 60.00	15 Minutes	<i>Secretary to the Sanggunian/ OSS Staff-in-charge (Office of the SB)</i>
3. Document Retrieval	3.1 The Secretary to the Sanggunian/ OSS Staff-in-charge will retrieve the requested document.	None	15 - 30 minutes (depending on the document requested)	<i>Secretary to the Sanggunian/ OSS Staff-in-charge (Office of the SB)</i>



4. Creating a True copy of the document.	4.1 Once the document has been found, it will be photocopied for true copy.	None	5 Minutes	<i>Secretary to the Sanggunian/ OSS Staff-in-charge (Office of the SB)</i>
5. Issuance of True Copy of Minutes, Resolution or Ordinance, Certifying official acts or documents.	5.1 Receive documents requested (affix signature in the logbook)	None	3 Minutes	<i>Secretary to the Sanggunian/ OSS Staff-in-charge (Office of the SB)</i>
TOTAL		PHP 180.00	43 Minutes	



152. Transmittal of Documents

These kinds of letters are frequently wrapped up with a short paragraph which would establish goodwill. It is a document which usually comes with another larger or more significant document, usually attached to explain what it's for. It is typically made to give the recipient the particular context in which the more significant document is to be placed or used. Aside from that, it would also serve as a documentation for the sender that something was sent and received.

Office or Division:	Office of The Secretary to The Sanggunian			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Local Government of Santa Ignacia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request made to the Sangguniang Bayan		The person requesting.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
8. Submit a request for desired document/s.	1.1 Receive the request 1.2 Enter it to the logbook.	None	3 Minutes	Secretary to the Sanggunian/ OSS Staff-in-charge (Office of the Sec. to the SB)
9. Search of documents requested.	2.1 Prepare the documents and make transmittal letter.	None	30 Minutes	Secretary to the Sanggunian/ OSS Staff-in-charge (Office of the Sec. to the SB)
10. Issuance or delivery of documents requested.	3.1 Deliver the document/s and let the receiver sign the log book	None	5 Minutes	Secretary to the Sanggunian/ OSS Staff-in-charge (Office of the Sec. to the SB)
TOTAL		None	38 Minutes	



153. Creation of Necessary Documents

Form and Document Creation is one of the things that technical communicators do as part of creating deliverables for their companies or clients. Document design is: "the field of theory and practice aimed at creating comprehensible, persuasive and usable functional documents". These forms and documents can have many different purposes such as collecting or providing information.

Office or Division:	Office of The Secretary to The Sanggunian			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government, G2C – Government to Citizen, G2B – Government to Business			
Who may avail:	All Residents of Santa Ignacia and the Local Government Unit of Santa Ignacia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
The document made:				
1. Ordinances		Secretary to the Sangguniang Bayan		
2. Resolutions		Secretary to the Sangguniang Bayan		
3. Travel Order		Secretary to the Sangguniang Bayan		
4. Itinerary of Travel		Secretary to the Sangguniang Bayan		
5. Certificate of Travel Completed		Secretary to the Sangguniang Bayan		
6. Liquidation Report		Secretary to the Sangguniang Bayan		
7. Notice of Special Session		Secretary to the Sangguniang Bayan		
8. Notice of Committee Hearing		Secretary to the Sangguniang Bayan		
9. Calendar of the Day		Secretary to the Sangguniang Bayan		
10. Return of Documents		Secretary to the Sangguniang Bayan		
11. Other Documents as needed.		Secretary to the Sangguniang Bayan		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Identify what document is needed.	1.1 Enter it to the logbook.	None	15 Minutes	Secretary to the Sanggunian/ OSS Staff-in-charge (Office of the Sec. to the SB)
2. Create for desired document/s.	2.1 Prepare the documents and make transmittal letter.	None	30 Minutes	Secretary to the Sanggunian/ OSS Staff-in-charge (Office of the Sec. to the SB)
3. Issuance or delivery of documents requested.	3.1 Deliver the document/s and let the receiver sign the log book.	None	5 Minutes	Secretary to the Sanggunian/ OSS Staff-in-charge (Office of the Sec. to the SB)
TOTAL		None	50 Minutes	



154. Signing of Documents

Signing a document can be intimidating. But signatures are necessary to make a document valid. Considering when, where, and how to properly sign your name can ease any concerns when signing documents, and can ensure seamless execution of a document.

Office or Division:	Office of The Vice Mayor and Sangguniang Bayan			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Local Government of Santa Ignacia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
The document made:				
1. Ordinances		Secretary to the Sangguniang Bayan		
2. Resolutions		Secretary to the Sangguniang Bayan		
3. Travel Order		Secretary to the Sangguniang Bayan		
4. Itinerary of Travel		Secretary to the Sangguniang Bayan		
5. Certificate of Travel Completed		Secretary to the Sangguniang Bayan		
6. Liquidation Report		Secretary to the Sangguniang Bayan		
7. Notice of Special Session		Secretary to the Sangguniang Bayan		
8. Notice of Committee Hearing		Secretary to the Sangguniang Bayan		
9. Calendar of the Day		Secretary to the Sangguniang Bayan		
10. Documents from other offices		Other offices (Mayor's Office, Treasury Office, Accounting Office, Engineering Office, MPD Office, LCR Office, Assessor's Office, ESWM Office, MDRRM Office, Budget Office, DSWD Office)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make Receive documents to be signed.	1.1 Make/Receive document/s. 1.2 Enter it to the logbook.	None	15 Minutes	Secretary to the Sanggunian/ OSS Staff-in-charge (Office of the Sec. to the SB)
2. Forward to the Vice Mayor's Office or to the Municipal Councilors for signature.	2.1 Sign the documents.	None	1 Hour	Secretary to the Sanggunian/ OSS Staff-in-charge (Office of the Sec. to the SB)
3. Give back to the Secretary to the Sangguniang Bayan for distribution to other agencies or offices concerned.	3.1 Deliver the document/s and let the receiver sign the log book.	None	15 Minutes	Secretary to the Sanggunian/ OSS Staff-in-charge (Office of the Sec. to the SB)
TOTAL		None	1 Hour, 30 Minutes	



Office of the Municipal Budget Officer
Internal Services



155. Office Budget Preparation

To improve and systematize methods, techniques, and procedures employed in the preparation, authorization, review, execution and accountability in local budget preparation. Linking the budget to these harmonized plans and policies pursuant to the pertinent provisions of RA No. 7160 and its Implementation Rules and Regulations.

Office or Division:	Office of the Municipal Budget Officer			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Different Offices of Municipality of Santa Ignacia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Budget Form (LBC Form No. 3) (2 original)		Municipal Budget Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit the properly accomplished LBC Form No. 3 1.2 Accept stamped copy of LBC form No. 3	1.1 Receive and check for accuracy. 1.2 Stamp date/time receive 1.3 Return 1 copy to the client 1.4 Advice client of the process for budget preparation (as per DBM Circular No. 112)	None	3 Days	<i>Bookkeeper</i> (Municipal Budget Office) -or- <i>Municipal Budget Officer</i> (Municipal Budget Office)
TOTAL		None	3 Days	



156. Review of Barangay Annual Budget

All barangays are mandated by law to prepare their Barangay Annual Budget. The Municipal Budget Officer is tasked to provide assistance to all barangays in the preparation of their Barangay Annual Budget.

Office or Division:	Office of the Municipal Budget Officer			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Barangay Officials of the Municipality of Santa Ignacia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Annual Budget		Requesting Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Barangay Annual Budget	1.1 Receive the Barangay Annual Budget 1.2 Schedule for review	None	2 Days	<i>Bookkeeper</i> Municipal Budget Office Or <i>Municipal Budget Officer</i> (Municipal Budget Officer)
2. Return to the Budget Office for the scheduled review of the Barangay Annual Budget	2. Conduct review of the Barangay Annual Budget	None	1 Day	<i>Municipal Budget Officer</i> (Municipal Budget Office)
TOTAL		None	3 Days	



157. Process Obligation Request Slips for General Fund

Form used for the certification of the availability of allotment and contains the details of the obligation. And refers to the amount authorized by the State Legislature for use through-out the year for the purposes specified.

Office or Division:	Office of the Municipal Budget Officer			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government, G2B-Government to Business, G2C-Government to Transact Public			
Who may avail:	Municipal Officials and Employees, Contractor and Suppliers, Government Agencies and Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Signed Purchase Request and Payroll (1 original, 1 photocopy)		Municipality of Santa Ignacia, Contractor and Suppliers, Government Agencies, and Clients		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the signed Purchase Request and Payroll	1.1 Obligate the received Purchase Request and Payroll	None	3 Hours	<i>Bookkeeper</i> (Municipal Budget Office) -Or- <i>Municipal Budget Officer</i> (Municipal Budget Office)
	1.1 Signing the Obligation Request (ObR)	None	1 Hour	<i>Municipal Budget Officer</i> (Municipal Budget Officer)
	1.3 Distribute to the Designated Offices.	None	4 Hours	<i>Bookkeeper</i> (Municipal Budget Office)
TOTAL		None	8 hours	



158. Process Obligation Request Slips for Local School Board (SEF)

Form used for the certification of the availability of allotment and contains the details of the obligation. And refers to the amount authorized by the State Legislature for use through-out the year for the purposes specified.

Office or Division:	Office of the Municipal Budget Officer			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government,			
Who may avail:	Public Elementary Schools and High Schools			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Signed Purchase Request and Payroll (1 original, 1 photocopy)		Municipality of Santa Ignacia, Contractor and Suppliers, Government Agencies, and Clients		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the signed Purchase Request and Payroll	1. Obligate the received Purchase Request and Payroll	None	3 hours	<i>Bookkeeper</i> (Municipal Budget Office) Or <i>Municipal Budget Officer</i> (Municipal Budget Office)
	2. Signing the Obligation Request (ALOBS)	None	1 hour	<i>Municipal Budget Officer</i> (Municipal Budget Office)
	3. Distribute to the Designated Schools.	None	4 hours	<i>Bookkeeper</i> (Municipal Budget Office)
TOTAL		None	8 hours	



Office of Human Resource Management
External Services



159. Records Management: Issuance of Service Record, Net Take-Home Pay, Certificate of Employment, Certificate of No Pending Admin. Case, Notice of Salary Adjustments (NOSA), Certificate of Premium Contribution to or Remittances of GSIS, PHIC, HDMF Premium Contributions and Income Tax to BIR.

The Agency recognizes the importance of maintaining a sound records management that would be able to guide the Office of the HRMO in issuing relevant documents or employment records of LGU employees. It is the duty and responsibility of the Office to issue accurate and reliable documents that are provided on-time.

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government, G2C-Government to Citizen			
Who may avail:	LGU Santa Ignacia Retired and Active Officials and Employees, Personnel under Job Order Contract and Contract of Service			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. For Client other than the Retired or Active LGU Employees: Authorization Letter (1 original copy)		From concerned LGU Santa Ignacia retired or active employee/Job Order/Contract of Service.		
2. For Retired/Active Employee: Personal Appearance		Personal Undertaking		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verbal notification of request for any of the above-listed employment records or present authorization letter	1.1 Make Logbook Entry 1.2 Encode updated data for the requested employment record 1.3 Double check for accuracy then print the document. 1.4 Forward the printed document to the signing authority.	None	15 Minutes	<i>Admin. Officer IV or Supervising Admin. Officer (Office of the HRMO)</i>



<p>2. Acknowledge receipt of the requested document by affixing signature in the logbook.</p>	<p>2.1 Give the logbook to client to sign for acknowledgment.</p> <p>2.2 Release requested document once signed.</p> <p>2.3 File request letter in its respective file folder "Request Letter for Employment Record" for future reference</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Admin. Officer IV or Supervising Admin. Officer (Office of the HRMO)</i></p> <p><i>Admin. Officer IV or Supervising Admin. Officer (Office of the HRMO)</i></p>
TOTAL		None	20 Minutes	



160. Recruitment Process for Published Vacant Position/s: Receiving of Job Application (Walk-in and On-line)

The recruitment process is guided by Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018) (ORA-OHRA). Such entire recruitment process has required number of days to accomplish under said law, thereby granting this specific part of the whole process as compliant to RA 11032 where clients are assured of accurate initial assessment of their credentials for completeness and eligibility to proceed to the succeeding steps/processes.

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government			
Who may avail:	All interested qualified applicants, with reference to Equal Opportunity Employment Principle (EEOP), regardless of gender, disability, civil status, ethnicity, political affiliation and religion			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Personal Data Sheet (PDS) (1 copy)		Office of the HRMO window #14 or can be downloaded at www.csc.gov.ph		
2. Performance Rating – for government employee-applicant only (1 photocopy)		Previous or recent employer of the applicant		
3. Photocopy of certificate of eligibility/ rating/ license (1 copy)		Professional Regulation Commission (PRC) / Civil Service Commission (CSC)- Regional Office where examination was taken		
4. Photocopy of Transcript of Record (1 copy)		University or College where applicant graduated		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements either personal or on-line	1.1 Accept application through logbook entry for walk-in and e-mail acknowledgement for on-line.	None	10 Minutes	Supervising Admin. Officer or Admin. Officer IV (Office of the HRMO)
	1.2 Check the requirements for completeness and conduct initial assessment.	None	20 Minutes	Supervising Admin. Officer or Admin. Officer IV (Office of the HRMO)
	1.3 If not qualified, notify at once through verbal explanation of the initial assessment result, in the case of walk-in applicant and through e-mail for on-line applicants.	None	20 Minutes	Supervising Admin. Officer or Admin. Officer IV (Office of the HRMO)



<p>1.2 Acknowledge notification through e-mail.</p>	<p>1.4 If qualified, notify for the complete recruitment process base on ORA-OHRA (Revised July 2018) and other relevant recruitment steps adopted by the agency through PRIME-HRM. Notification can also be through e-mail, phone call.</p>	<p>None</p>	<p>30 Minutes</p>	<p><i>Supervising Admin. Officer or Admin. Officer IV (Office of the HRMO)</i></p>
<p>TOTAL</p>		<p>None</p>	<p>1 Hour 20 Minutes</p>	



161. Acceptance of and Response to Formal Queries

This external service addresses the clients' need for information concerning the agency's services or any matters that the agency has official knowledge on and legal capacity to disclose information. They can be entertained verbally or by submission of formal query letter.

Office or Division:	Human Resource Management Office			
Classification:	G2C – Government to Citizen, G2B - Government to Business, G2G – Government to Government			
Type of Transaction:	Simple			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original signed query letter (2 copies)		Personal execution by the inquiring citizen, business and government entities.		
2. Valid Government-issued ID card (1 Original with 1 photocopy)		-SSS, GSIS, Driver's License, Senior Citizen ID, HDMF, Company/Agency ID, School ID, PRC License or its equivalent Office of the nearest issuing Government Agency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Formal Query: 1. Submit query letter and present 1 government-issued ID with its photocopy	1.1 Validate received letter and ID presented 1.2 Make Logbook Entry and stamp on the receipt copy the date and time of acceptance. 1.3 If the Office can directly address the query, draft letter and print.	None	10 Minutes	Admin. Aide or Admin. Officer IV or Supervising Admin. Officer (Office of the HRMO)
2. Receive stamped copy of the letter with ID presented and acknowledge receipt of response letter by affixing his/her signature on the logbook.	2.1 Give the response letter to the client with the ID presented. 2.2 Give logbook to client to acknowledge receipt of the letter by affixing his/her signature.	None	30 Minutes	Admin. Aide or Admin. Officer IV or Supervising Admin. Officer (Office of the HRMO)



	Or;			
	2.2 Explain to the client of the referral to be made.	None	5 Minutes	<i>Admin. Aide or Admin. Officer IV or Supervising Admin. Officer (Office of the HRMO) and Concerned Official (LGU Santa Ignacia, Tarlac)</i>
	2.3 Refer to the Head/ICO of concerned office who can give accurate information by assisting client to the concerned office.	None	5 Minutes	<i>Admin. Aide or Admin. Officer IV or Supervising Admin. Officer (Office of the HRMO) and Concerned Official (LGU Santa Ignacia, Tarlac)</i>
	2.4 Forward the query letter and photocopy of government-issued ID to the office concerned.	None	10 Minutes	<i>Admin. Aide or Admin. Officer IV or Supervising Admin. Officer (Office of the HRMO) and Concerned Official (LGU Santa Ignacia, Tarlac)</i>
2.2 Receive stamped copy of the letter with ID presented and acknowledge receipt of response letter by affixing his/her signature on the logbook	2.5 Concerned office shall receive letter of query forwarded then draft letter of response and print. 2.6 Give logbook to the client to acknowledge receipt of the response letter together with the ID presented	None	30 Minutes	<i>Admin. Aide or Admin. Officer IV or Supervising Admin. Officer (Office of the HRMO) and Concerned Official (LGU Santa Ignacia, Tarlac)</i>
TOTAL		None	1 Hour, 30 Minutes	



162. Acceptance of and Response to Verbal Queries

This external service addresses the clients' need for information concerning the agency's services or any matters that the agency has official knowledge on and legal capacity to disclose information. They can be entertained verbally or by submission of formal query letter.

Office or Division:	Human Resource Management Office			
Classification:	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
Type of Transaction:	Simple			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid Government-issued ID card (1 Original with 1 photocopy)		SSS, GSIS, Driver's License, Senior Citizen ID, HDMF, Company/Agency ID, School ID, PRC License or its equivalent Availability from citizen initiating the query -or- Office of the nearest issuing Government Agency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Verbal Query: 1. Present one (1) valid government-issued ID	1.1 Verify ID presented and make logbook entry of the query. 1.2 Give necessary response or; 1.3 Explain to the client of the referral to be made 1.4 Refer and assist client to the Head/ICO of concerned office	None	15 Minutes	Admin. Aide or Admin. Officer IV or Supervising Admin. Officer (Office of the HRMO)
2. Client receive ID presented and affix signature on the logbook	2.1 Concerned office shall accept referral of query then give the answer to the client verbally. 2.2 Give logbook to client and acknowledge answered query by affixing his/her signature together with ID presented	None	30 Minutes	Dept. Head/ICO of the concerned office
TOTAL		None	40 Minutes	



163. Feedback Process

Feedback is vital for the improvement of government services to the public, promoting accountability among public servants and enhancing competencies among government employees in the performance of their duties and functions. This agency is committed to providing such mechanisms and in compliance to relevant provisions of R.A. 11032.

Office or Division:	Human Resource Management Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Feedback Form (1 copy)		Public Assistance and Complaints Desk (PACD) at the LGU bldg. lobby or; Respective Office where transaction was made		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Answer the client feedback form and drop it at the designated drop box located either at the entrance door of respective office or at the Public Assistance and Complaints Desk (PACD)	1.1 Every Friday, the PACD Officer opens the drop box 1.2 Compiles and records all feedback submitted. 1.3 Submit the same to the Complaints Officer. 1.4 Feedback requiring answers are forwarded to the relevant offices.	None	1 Day	Admin. Aide I or Admin. Officer IV Or Supervising Admin. Officer (Office of the HRMO)
2. Client may inquire and follow-up at complaints.lgustaignacia@gmail.com or telephone no. 045-6063190	2.1.1 Relevant office is required to answer within three (3) days of the receipt of the feedback.	None	3 Days	Dept. Head of the relevant office (LGU Santa Ignacia, Tarlac)
2.1 Client acknowledges receipt of the answer either through e-mail or telephone call	2.1.2 The answer of the office is then relayed to the citizen either through e-mail or telephone call	None	1 Hour	Supervising Admin. Officer (Office of the HRMO)
TOTAL		None	4 Days, 1 Hour	



164. Complaints Process

Acceptance of Complaints is vital for the improvement of government services to the public, promoting accountability among public servants and enhancing competencies among government employees in the performance of their duties and functions. This agency is committed to providing such mechanisms and in compliance to relevant provisions of R.A. 11032.

Office or Division:	Human Resource Management Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Complaint Form (1 copy)		Public Assistance and Complaints Desk (PACD) at the LGU bldg. lobby or; Respective Office where transaction was made		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Public Complaints: 1. Answer the client Complaint Form and drop it at the designated drop box located at the Public Assistance and Complaints Desk (PACD) of the Agency or Complaints can also be filed via telephone or mobile phone and must provide the following information: - Name of complaining party with mobile/telephone no. - Name of person being complained - Incident - Evidence	1.1 The Complaints Officer opens the complaints drop box on a daily basis and evaluates each complaint.	None	1 Hour	<i>Admin. Officer IV or Supervising Admin. Officer (Office of the HRMO)</i>
	2. Upon evaluation, the Complaints Officer shall start the investigation and forward the complaint to the relevant office and is required to explain within three (3) days upon receipt of the complaint.	None	3 Days	<i>Supervising Admin. Officer (Office of the HRMO) and Department Head or ICO of relevant offices (LGU Santa Ignacia)</i>



2. Client acknowledges the answer/feedback received either through telephone call or e-mail.	3.1 The Complaints Officer will create a report after the investigation and shall submit it to the Head of the Agency, for appropriate action.	None	1 Day	<i>Supervising Admin. Officer</i> (Office of the HRMO) and <i>Municipal Mayor</i> (Office of the Mayor)
	3.2 The Complaints Officer will give the feedback to the client either through telephone call or e-mail			<i>Supervising Admin. Officer</i> (Office of the HRMO)
TOTAL		None	4 Days, 1 Hour	



165. Sworn Statement of Assets, Liabilities and Net-Worth (Receiving, Checking and Consolidating)

The Statement of Assets, Liabilities and Net-worth or commonly known as SALN is an annual document submitted under oath by all government workers whether temporary or permanent. It must be submitted upon assuming office and then every year thereafter on or before April 30. This Office must ensure compliance to the guidelines and in the submission of SALN thus promoting adherence as required by law under the Phil. Constitution and promoting the “Code of Conduct and Ethical Standards for Public Officials and Employees” otherwise known as R.A. 6713.

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	LGU Officials, Employees under Permanent, Co-term, Temp. and Casual, Barangay Council Officials, Treasurer, Secretaries			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original Signed SALN Forms (3 copies)		Office of the HRMO (window #14)		
2. Transmittal Letter of SALN address to the Head of the Agency indicating the names of compliant and non-compliant, and their office. (2 copies)		Submitting office/barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete and properly filled-out SALN form	1.1 Receive and Check if the form is properly and completely filled-out 1.2 Receive the form by stamping date and time of receipt on one copy affix signature on the receiving copy, if complete and to be accepted.	None	1 Hour	<i>Admin. Aide or Admin. Officer IV or Supervising Administrative Officer (Office of the HRMO)</i>
1.2 Receive copy of transmittal letter and stamped SALN copy, or; If returned, receive all copies of SALN due for compliance and re-submission not later than	1.3 Advise the client for the action taken whether complete/incomplete. 1.4 Give receiving copy if complete and accepted			<i>Admin. Aide or Admin. Officer IV or Supervising Administrative Officer (Office of the HRMO) and Municipal Mayor</i>



April 30 of the current year	1.5 If incomplete, return the copies and advise details of compliance to be made and re-submission not later than April 30 of the current year			(Office of the Mayor)
	2. Compile and forward all SALN copies to the Office of the Mayor for signature of the Local Chief Executive	None	1 Day	<i>Admin. Aide or Admin. Officer IV or Supervising Admin. Officer</i> Office of the HRMO
	3. Prepare transmittal of all submitted SALN for submission to the Office of the Ombudsman not later than June 30 of the current year	None	1 Hour	<i>Admin. Aide or Admin. Officer IV or Supervising Admin. Officer</i> Office of the HRMO
TOTAL		None	1 Day, 2 Hours	



166. Processing of Retirement/Separation/Terminal Leave Benefits

This Office is committed to abiding by this policy under R.A. 10154, which provides that, “It is the policy of the State to ensure the timely and expeditious release of the retirement pay, pensions, gratuities and other benefits of all retiring employees of the government. Public officers and employees who have spent the best years of their lives serving the government and the public should not be made to wait to receive benefits which are due them under the law. The highest priority shall be given to the payment and/or settlement of their pensions, gratuities and/or other retirement benefits.” Likewise securing ease for the personnel of the agency for their benefit claim resulting from his/her transfer to/from other government agency.

Office or Division:	Human Resource Management Office		
Classification:	Complex		
Type of Transaction:	G2G – Government to Government, G2C – Government to Citizen		
Who may avail:	Retired, Separated, Retiring, Resigning, Transferring LGU Employees and Authorized claimant of Deceased Retired, Separated, Resigned, Transferred LGU Employees.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Retirement:			
1. Original Updated Service Record indicating the number of days on leave without pay and/or certification issued by the MHRMO that the retiree did not occur any leave of absences without pay (3 copies)	Office of the HRMO (window #14)		
2. Retirement Application (1 Original, 4 certified photocopies)	Personal Undertaking of the Retiree/Retired and Retiring LGU Employee		
3. Office Clearance (CSC Form No. 7 series of 2017) from money, property accountability and administrative/criminal liability (1 original, 4 certified photocopies)	Office of the HRMO		
4. Ombudsman Clearance	Office of the Ombudsman for Luzon, Quezon City		
5. Statement of Assets, Liabilities and Net-worth (SALN) (1 original, 4 certified photocopies)	Office of the HRMO (window #14)		
6. Retirement gratuity computation (1 original, 4 certified photocopies)	GSIS Tarlac Branch		
7. Affidavit of undertaking for authority to deduct accountabilities, notarized (1 original, 4 certified photocopies)	Personal Undertaking of the retiree		
8. Affidavit of application that there is no pending criminal investigation or prosecution against him/her, notarized (1 original, 4 certified photocopies)	Personal Undertaking of the retiree		



<p>Additional Requirements in case of Resignation:</p> <p>1. Employee's letter of resignation duly accepted by the Agency Head (1 original, 4 certified photocopies)</p>	<p>Personal Undertaking of the resigned client</p>
<p>Additional Requirements in case of Death of Claimant:</p> <p>1. Death Certificate authenticated by PSA (1 original, 4 certified photocopies)</p>	<p>Philippine Statistics Authority (any branch)</p>
<p>2. Marriage contract authenticated by PSA (1 original, 4 certified photocopies)</p>	<p>Philippines Statistics Authority (any branch)</p>
<p>3. Birth certificate of all surviving legal heirs authenticated by PSA (1 original, 4 certified photocopies)</p>	<p>Philippines Statistics Authority (any branch)</p>
<p>4. Designation of the next of kin, notarized (1 original, 4 certified photocopies)</p>	<p>Personal Undertaking of surviving legal heirs</p>
<p>5. Waiver of rights of children 18 years old and above, notarized (1 original, 4 certified photocopies)</p>	<p>Personal Undertaking of children 18 years old and above</p>
<p>6. Affidavit of two disinterested parties that the deceased is survived by legitimate and illegitimate children (if any), natural adopted or children of prior marriage (1 original copy, 4 certified photocopies)</p>	<p>Personal Undertaking of two (2) disinterested parties</p>
<p>For Terminal Leave Benefits:</p>	
<p>1. Clearance from money, property and legal accountability from the Central Office and from Regional Office of last assignment (1 original, 4 certified photocopies)</p>	<p>Central Office or Regional Office of last assignment</p>
<p>2. Employee leave card as of last date of service duly audited by the Personnel Div. and COA/ Certificate of leave credits issued by the Admin./Human Resource Management Office (5 certified photocopies)</p>	<p>Personnel Division or Admin./Human Resource Management Office of last assignment</p>
<p>3. Approved leave application (1 original, 4 photocopies)</p>	<p>Office of the HRMO (window #14)</p>
<p>4. Complete Service Record (1 original, 4 certified photocopies)</p>	<p>Office of the HRMO (window #14)</p>
<p>5. Statement of Assets, Liabilities and Net worth (SALN) (5 certified photocopies)</p>	<p>Office of the HRMO (window #14)</p>
<p>6. Appointment/Notice of Salary Adjustment (NOSA) showing the highest salary received if the salary under the last appointment is not the highest (1 original, 4 certified photocopies)</p>	<p>Office of the HRMO (window #14)</p>
<p>7. Computation of terminal leave benefits</p>	<p>Office of the Municipal Accountant (window #2)</p>



duly signed/certified by the accountant (1 original, 4 certified photocopies)	
8. Applicant's certification (in affidavit form) to deduct all financial obligations with the employer/agency/LGU (1 original, 4 certified photocopy)	Personal Undertaking of the employee-applicant
9. Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her	Personal Undertaking of the employee-claimant
10. Employee's letter of resignation duly accepted by the Head of Agency, in case or resignation (1 original, 4 certified photocopies)	Personal Undertaking of the resigning employee
Additional Requirement in case of Death of Claimant:	
1. Death certificate authenticated by the PSA (1 original, 4 certified photocopies)	Philippine Statistics Authority (any branch)
2. Marriage contract authenticated by PSA (1 original, 4 certified photocopies)	Philippines Statistics Authority (any branch)
3. Birth certificates of all surviving legal heirs authenticated by PSA (1 original, 4 certified photocopies)	Philippines Statistics Authority (any branch)
4. Designation of next of kin (1 original, 4 certified photocopies)	Personal Undertaking of surviving legal heirs
5. Waiver of rights of children 18 years old and above	Personal Undertaking of children 18 years old and above

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit complete requirements 1.2 Accept receipt slip. Client may follow-up after 6 working days at telephone nos. 045-6063190 (Mun. Treasury Office) or 045-6063190 (HRMO)	1.1 Make Logbook Entry	None	30 Minutes	<i>Admin. Officer IV or Supervising Admin. Officer (Office of the HRMO)</i>
	1.2 Validate for completeness, authenticity and accuracy of the requirements presented			
	1.3 Advice client for the processing time and issue requirement receipt slip			
	2. Request for Obligation Request (ObR) as to allotment of budget for the current fiscal year	None	1 Day	<i>Admin. Asst. II (Budgeting Assistant) or Mun. Budget Officer (Mun. Budget Office)</i>
	3. Request for	None	2 Days	<i>Mun. Accountant</i>



	Disbursement Voucher with validation of required documents for completeness and appropriateness (As per COA Circular No. 2012-001, dated July 14, 2012)			(Office of the Mun. Accountant)
	4. Prepare and Sign Cheque certifying for funds availability	None	2 Days	<i>Municipal Treasurer/ Acting Municipal Treasurer</i> (Mun. Treasury Office) and <i>Municipal Mayor</i> (Office of the Mayor)
	5. Prepare and Forward Accountant's Advice to Landbank of the Philippines-Camiling	None	1 Day	<i>Municipal Accountant</i> (Mun. Accounting Office)
2. Claim cheque at the Mun. Treasury Office	2.1 Advise client, through landline/telephone call or SMS, for the release of cheque	None	10 Minutes	<i>Municipal Treasurer/ Acting Municipal Treasurer</i> (Mun. Treasury Office) or <i>Admin. Officer IV</i> or <i>Supervising Admin. Officer</i> (Office of the HRMO)
TOTAL		None	6 Days, 40 Minutes	



167. Approval and Acceptance of Grade 12 Students for Work Immersion Program

The agency being an advocate for holistic development welcomes opportunities to partner with High Schools specifically in preparing their students to higher responsibilities. Such that the Work Immersion Program is being welcomed by the agency to provide learners with real work experience, inform career choices and improve their employment prospects. Respective schools should initiate in arranging this opportunity for their students, while government agencies cooperate in providing such with ease, appropriate and conducive accommodation.

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government, G2C – Government to Citizen			
Who may avail:	LGU Santa Ignacia Retired and Active Officials and Employees, Personnel under Job Order Contract and Contract of Service			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Memorandum of Agreement Template (1 original copy)		From concerned High School or Department of Education with LGU Santa Ignacia retired or active employee/Job Order/Contract of Service.		
2. Letter of Intent of the School (2 original copies)		Undertaking of the School Administrator/Principal/Work Immersion Coordinator		
3. List of Students indicating their specific strands (1 original copy)		School Work Immersion Coordinator		
4. Students' Parents Waiver (1 original copy)		Undertaking of the Parents of the Student facilitated by the School Work Immersion Coordinator		
5. Students' Medical Certificate issued by a Government Physician (1 original copy)		LGU Santa Ignacia Mun. Health Officer or any Government Physician within Tarlac Province		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Memorandum of Agreement (MOA) Template	1.1 Receive MOA and stamp receipt date and time on two copies of the Letter of Intent. 1.2 Make logbook entry	None	30 Minutes	<i>Admin. Officer IV</i> or <i>Supervising Admin. Officer</i> (Office of the HRMO)



<p>1.2 Accept the Letter of Intent and wait for the follow-up call from the Office as to the status of the SB Resolution signaling the signing of MOA by the LCE to proceed with the Work Immersion Program, -or-</p>	<p>1.3 Give one stamped Letter of Intent and advice for the review of the MOA by the Legal Officer and if no correction, same will be forwarded to the Office of the Sanggunian Bayan for Resolution allowing the Local Chief Executive to enter into a MOA.</p> <p>1.4 Advice as to the availability of the SB Resolution will be made either through telephone call or e-mail.</p>			
<p>1.3 Receive MOA and make necessary revision and re-submit.</p>	<p>1.5 Advice Coordinator that once a Resolution has been passed, the rest of the documents should be put in one folder, fastened and submit to the Office. Work Immersion starts at the date both agreed on.</p> <p>1.6 If with correction, return the MOA to comply with the revision and re-submit</p>			
TOTAL		None	30 Minutes	



Office of Human Resource Management
Internal Services



168. Updating, Printing and Processing of Regular/Job Order Payroll

The Regular Payroll serves as a legal basis for payment of salaries to LGU Officials and employees and it is processed five (5) days before 15th and 30th of every month. Whilst Job Order Payroll serves as legal basis for payment of wages on actual work accomplished of personnel under Job Order Contract processed a day after 15th and 30th of every month

Office or Division:	Human Resource Management Office			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	LGU Santa Ignacia Officials and Employees and Personnel under Job Order Contract			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. GSIS/HDMF/PHIC Premium Billings (1 copy)		GSIS/HDMF/PHIC Billing and Collection, Tarlac Branch, Tarlac City		
2. Loan Billing from Banking/Government Institution (Landbank,GSIS,HDMF) (copy)		Landbank of the Philippines (LBP)- Camiling, Tarlac Branch GSIS, HDMF Billing and Collection- Tarlac Branch, Tarlac City		
3. Original Official Receipt for Full Payment of Loan (1 copy)		Landbank of the Philippines (LBP)- Camiling, Tarlac Branch GSIS, HDMF Billing and Collection- Tarlac Branch, Tarlac City		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Verbal notification of loan availment/full payment with Billing Statement or Official Receipt in case of full payment	1.1 Make Logbook Entry	None	1 day	<i>Admin. Officer IV</i> (Office of the HRMO)
	1.2 Validate from received notifications from LBP,GSIS,HDMF			
	1.3 Update, print and sign payroll			<i>All Department Heads and ICOs</i> (LGU Santa Ignacia)
	1.4 Print and Sign Certification on Actual Services Rendered			



	2. Forward documents for Obligation Request (ObR) as to allocated budget for current fiscal year	None	1 day	<i>Admin. Asst. II (Budgeting Assistant) -Or- Mun. Budget Officer (Mun. Budget Office)</i>
	3. Forward documents for Disbursement Voucher with validation of required documents for completeness and appropriateness	None	1 day	<i>Mun. Accountant (Mun. Accounting Office)</i>
2. Client may inquire for availability and withdraw from any local ATM.	4. Print and Sign Findes Form and Request Letter for Crediting to ATM Payroll Accounts	None	1 day	<i>Admin. Officer IV -or- Supervising Admin. Officer (Office of the HRMO) Municipal Mayor (Office of the Mayor) Municipal Treasurer/Acting Mun. Treasurer (Mun. Treasury Office)</i>
TOTAL		None	4 Days	



169. Updating, Printing and Processing of Overtime Payroll

Overtime Payroll serves as legal basis for payment of overtime pay to authorized permanent/casual employees for actual services rendered done beyond regular government working hours and actual work accomplished required beyond the eight-hour work schedule in the case of Job Orders.

Office or Division:	Human Resource Management Office			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Authorized Employees and Job Orders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original Daily Time Record (1 copy)		Respective Office of Availing Employee or Job Order- LGU Santa Ignacia		
2. Certified Photocopy of Attendance Logbook (1 copy)		Respective Office of Availing Employee or Job Order- LGU Santa Ignacia		
3. Approved Request for Overtime Form (1 copy)		Respective Office of Availing Employee or Job Order- LGU Santa Ignacia		
4. Approved Accomplishment Report (1 copy)		Respective Office of Availing Employee or Job Order- LGU Santa Ignacia		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements	1.1 Make Logbook Entry	None	1 day	Admin. Officer IV or Supervising Admin. Officer (Office of the HRMO)
	1.2 Validate for completeness and accuracy			
	1.3 Update, print and sign payroll			
	2. Forward documents for Obligation Request (ObR) as to allocated budget for current fiscal year	None	1 day	Admin. Asst. II (Budgeting Assistant) or Mun. Budget Officer (Mun. Budget Office)
	3. Forward documents for Disbursement Voucher with validation of required documents for completeness and appropriateness	None	1 day	Mun. Accountant (Office of the Mun. Accountant)



<p>2. Client may inquire for availability and withdraw from any local ATM.</p>	<p>4. Print and Sign FinDes Form and Request Letter for Crediting to ATM Payroll Accounts.</p>	<p>None</p>	<p>1 day</p>	<p><i>Admin. Officer IV</i> Or <i>Supervising Admin. Officer</i> (Office of the HRMO) -and- <i>Municipal Treasurer/ Acting Municipal Treasurer</i> (Mun. Treasury Office) -and- <i>Municipal Mayor</i> (Office of the Mayor)</p>
<p>TOTAL</p>		<p>None</p>	<p>4 Days</p>	



170. Updating, Printing and Processing of Payroll for Honoraria

Payroll for Honoraria serves as legal basis for payment of honorarium to Heads of Offices of National Government Agencies (NGAs) stationed in the Municipality who renders extension services to the Municipality. Same payroll serves as legal basis for payment of honoraria to Day Care Workers (DCWs) and Barangay Nutrition Scholars (BNS) of the Municipality.

Office or Division:	Human Resource Management Office			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Heads of NGAs with extension services to the Municipality, Day Care Workers and Barangay Nutrition Scholars of the Municipality.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Day Care Workers only:		Respective Office of the availing Day Care Worker-LGU Santa Ignacia		
1. Original signed and approved Daily Time Record (1 copy)				
2. Accomplishment Report (1 copy)				
3. Certified Photocopy of Approved Contract (1 copy)				
For Barangay Nutrition Scholars only:		Respective Office of the availing Barangay Nutrition Scholars-LGU Santa Ignacia		
1. Original and approved Accomplishment Report (1 copy)				
For Heads of Offices of National Government Agencies only:		Respective National Government Agency of the availing Heads of NGAs stationed in the Municipality		
1. Approved Contract/ Office Order of Reassignment (1 copy for initial payment only)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present requirements for DCWs and BNS only.	1.1 Make Logbook Entry 1.2 Validate received documents 1.3 Update, print and sign payroll	None	1 day	Admin. Officer IV -or- Supervising Admin. Officer (Office of the HRMO)



	2. Forward documents for Obligation Request (ObR) as to allocated budget for current fiscal year	None	1 day	<i>Admin. Asst. II (Budgeting Assistant) -or- Mun. Budget Officer (Mun. Budget Office)</i>
	3. Forward documents for Disbursement Voucher with validation of required documents for completeness and appropriateness	None	1 day	<i>Mun. Accountant (Mun. Accounting Office)</i>
2.1 Client may inquire for availability and withdraw from any ATM, or;	For DCWs: 4.1 Print and Sign Findes Form and Request for Crediting to ATM Accounts, or;	None	1 Day	<i>Admin. Officer IV -or- Supervising Admin. Officer (Office of the HRMO) -and- Mun./Acting Treasurer (Mun. Treasury Office) -and- Mun. Mayor (Office of the Mun. Mayor)</i>
	For Heads of Offices of NGAs and BNS: 4.2. Prepare and Sign cheque for availability of funds			<i>Cashier II -or- Disbursing Officer -and- Mun./Acting Treasurer (Mun. Treasury Office) -and- Mun. Mayor (Office of the Mayor)</i>



2.2 Client receive honorarium from the Accountable Officer	4.3 Issue and forward Accountant's advice to Landbank of the Philippines	None	2 Hours	Mun. Accountant (Mun. Accounting Office)
	4.2 Manual distribution of honorarium to client	None	1 Hour	<i>Cashier II</i> <i>-or-</i> <i>Disbursing Officer</i> <i>-or-</i> <i>Mun./Acting Treasurer</i> (Mun. Treasury Office)
TOTAL		None	4 Days, 3 Hours	



171. Updating, Printing and Processing of Members' Premium/Loan and Income Tax Remittances

LGU Officials, Employees and Job Orders are mandated to be remitted with the following Premium Contributions, Loan and Income Tax Remittances which were deducted from their salaries and with employer's counterpart. The Office of the HRMO is likewise assigned with the updating, printing and processing of such remittances to BIR, GSIS, HDMF, PHIC and Landbank of the Philippines (for salary loan only) for an accurate and on-time payments being done monthly.

Office or Division:	Human Resource Management Office			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	LGU Officials, Employees and Job Orders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Payroll of the applicable period of remittance (1 original copy)		Office of the HRMO (Window 14)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None (The Office of the HRMO shall initiate processing of remittances in accordance to the required cut-off and due date of the receiving agency)	1.1 Extract deducted premium contribution/loan payment from payroll created for the period	None	1 Day	<i>Admin. Officer IV</i> (Office of the HRMO)
	1.2 Check for accuracy of extracted data			<i>Admin. Officer IV</i> <i>And</i> <i>Supervising Admin. Officer</i> (Office of the HRMO)
1.3 Print and Sign final copies of premium/loan remittance schedule				
1.4 Logbook Entry as transmittal evidence to the next Office recipient of the documents				
	2. Forward printed premium/loan remittance schedule to Mun. Accounting Office and Request for Disbursement Voucher	None	1 Day	<i>Mun. Accountant</i> (Mun. Accounting Office)
	3. Request for	None	1 Day	<i>Mun./Acting Mun.</i>



	Issuance and Signing of Cheque			<i>Treasurer</i> (Mun. Treasury Office) <i>-and-</i> <i>Mun. Mayor</i> (Office of the Mayor)
	4. Issue and forward Accountant's Advice to Landbank of the Philippines- Camiling	None	1 Day	<i>Mun. Accountant</i> (Office of the Mun. Accountant)
	5. Payment to GSIS, HDMF, PHIC and Landbank	None	1 Day	<i>Mun./Acting Mun. Treasurer</i> (Mun. Treasury Office)
TOTAL		None	5 Days	



Office of the Municipal General Services Officer
External Services



172. Lot Distribution (Public Cemetery)

Service Information: Facilitates Lot Distribution at the Public Cemetery

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Residents of the Municipality of Santa Ignacia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Death Certificate signed by the Municipal Health Officer or any physicians stating the cause of death		Municipal Health Office		
2. Permit if Exhumation		Municipal Health Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Transaction Slip and the required documents	1.1 Assess the documents and record 1.2 Issue order of payment	None	5 Minutes	<i>Mun. General Services Officer (Mun. Gen. Services Office)</i>
2. Proceed to the designated Payment Window of Treasury Office, present Order of Payment and pay the corresponding fee	2.1 Receive payment and issue Official Receipt	Burial Fee - PHP 60.00 Maintenance Fee - PHP 250.00 Per Lot Cemetery PHP 200.00 Additional fee if necessary: Permit of Exhumation - PHP 50.00	3 Minutes	<i>Revenue Collection Clerk I (Mun. Treasury Office)</i>
TOTAL		PHP 560.00	8 Minutes	



173. Procurement of Office Supplies, Janitorial Supplies, Equipment/Spare Parts & Other Materials

Serves as the processing of all supply, materials and equipment needed by all departments and offices of the Municipality of Santa Ignacia

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Municipality of Santa Ignacia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Delivery Receipt		Supplier		
2. Sales Invoice		Supplier		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Delivery Receipt	1.1 Prepare 3 Quotation Forms for canvassing of goods	None	2 Minutes	<i>Mun. General Services Officer (Mun. Gen. Services Office)</i>
	1.2 Prepare supporting documents	None	10 Minutes	<i>Mun. General Services Officer (Mun. Gen. Services Office)</i>
	1.3 Conduct meeting of BAC for signing of documents	None	10 Minutes	<i>Mun. General Services Officer (Mun. Gen. Services Office)</i>
TOTAL		None	22 Minutes	



Office of the Municipal General Services Officer
Internal Services



174. Issuance of Property Clearance (Retirement/Resignation/End of Term)

Facilitates property clearances as to property accountabilities

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Employee of the Municipality of Santa Ignacia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Clearance Form		HRMO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the requirements and surrender all accountable properties whether serviceable or unserviceable	1.1 Prepare GSO clearance and check ARE issued for turn-over or cancellation of ARE or counter ARE for signature of recipients	PHP 60.00	30 Minutes	<i>Mun. General Services Officer (Mun. Gen. Services Office)</i>
	1.2 Affix initial upon checking on the accuracy & completeness of information	None	2 Minutes	<i>Mun. General Services Officer (Mun. Gen. Services Office)</i>
	1.3 Sign Clearance	None	1 Minute	<i>Mun. General Services Officer (Mun. Gen. Services Office)</i>
TOTAL		PHP 60.00	33 Minutes	



175. Facilitate Registration and Insurance of Vehicles

Facilitates Registration and Insurance of all LGU Vehicles

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Municipality of Santa Ignacia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Vehicle Sales Invoice		Personal Copy		
2. Stencils (Engine & Chassis)		Personal Copy		
3. Application Form (GSIS)		GSIS Tarlac		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Vehicle documents (Supplier/Dealer)	1.1 Receive, check and record the documents	None	3 Minutes	<i>Driver II</i> (Mun. Gen. Services Office)
	1.2 Inspect the vehicle and stencil engine/chassis number	None	30 Minutes	<i>Driver II</i> (Mun. Gen. Services Office)
	1.3 Accomplish application form for Insurance based on the documents receive	None	20 Minutes	<i>Driver II</i> (Mun. Gen. Services Office)
	1.4 Submit application to GSIS for issuance of Premium Bill	None	30 Minutes	<i>Driver II</i> (Mun. Gen. Services Office)
	1.5 Registration of vehicle at the LTO	None	1 Hour	<i>Driver II</i> (Mun. Gen. Services Office)
2. Receive Registration of Vehicle documents	2.1 Release Registration, Plate Number & Sticker of Vehicle to end-user 2.2 Release renewed registration and stickers to end-user	None	5 Minutes	<i>Driver II</i> (Mun. Gen. Services Office)
TOTAL		None	2 Hours, 28 Minutes	



176. Inspection of Office Supplies, Janitorial Supplies, Equipment/Spare Parts & Other Materials

Service Information - Inspection of delivery of supplies and materials to ensure compliance and conformity with the specifications in the Purchase Order

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Municipality of Santa Ignacia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Delivery Receipt		Supplier		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to GSO with Supplies, materials and equipment for inspection	1.1 Conduct inspection of delivered goods and specification of items against delivery receipt	None	2 hours	<i>Mun. General Services Officer (Mun. Gen. Services Office)</i>
	1.2 Countersign Delivery Receipt and approve Inspection & Acceptance Report	None	1 minute	<i>Mun. General Services Officer (Mun. Gen. Services Office)</i>
	1.3 Affix tagging stickers on the item for inventory & inclusion in the asset list of the LGU and prepare ARE to end user for signature	None	1 hour	<i>Mun. General Services Officer (Mun. Gen. Services Office)</i>
2. Receive copy of Delivery Receipt & Approved Inspection & Acceptance Report	2.1 Release inspected goods, delivery receipts and approved Inspection & Acceptance Report GSO-Original Copy of RIS & ARE	None	5 minutes	<i>Mun. General Services Officer (Mun. Gen. Services Office)</i>
TOTAL		None	2 Hours, 6 Minutes	



Office of the Municipal Accountant

External Services



177. Preparation of Disbursement Voucher and Journal Entry Voucher for Other Expenditures-Utility Expenses

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government, G2B-Government to Business			
Who may avail:	GSO, Suppliers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Statement of Account/Bill (for pre-audit purposes) (1 Original Copy and 2 Certified True Copy)		Supplier		
2. Invoice/Official Receipt or machine validated statement of account/bill (for post-audit purposes) (1 Original Copy and 2 Certified True Copy)		Supplier		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. General Services Office submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours, 30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



178. Preparation of Disbursement Voucher and Journal Entry Voucher for Other Expenditures-Telephone/Communication Services

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government, G2B-Government to Business			
Who may avail:	GSO, Suppliers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Statement of Account/Bill (1 Original Copy and 2 Certified True Copy)		Supplier		
2. Invoice/Official Receipt or machine validated statement of account (for post-audit activities) (1 Original Copy and 2 Certified True Copy)		Supplier		
3. Certificate by Agency Head or his authorized representative that all National Direct Dial (NDD), National Operator Assisted Calls and International Operator Assisted Calls are official calls (1 Original Copy and 2 Certified True Copy)		Supplier		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. General Services Office submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	2 Days	



179. Preparation of Disbursement Voucher and Journal Entry Voucher for Extraordinary and Miscellaneous Expenses

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government, G2B-Government to Business			
Who may avail:	GSO, Suppliers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Invoice/receipts for GOCCs/GFIs and LGUs (1 Original Copy and 2 Certified True Copy)		Supplier		
2. Receipts and/or other documents evidencing disbursement, if there are available, or in lieu thereof, certification executed by the official concerned that the expense sought to be reimbursed have been incurred for any of the purposes contemplated under the provisions of the GAA in relation to or by reasons of his position, in case of NGAs (1 Original Copy and 2 Certified True Copy)		Supplier		
3. Other supporting documents as are necessary depending on the nature of expense charged (1 Original Copy and 2 Certified True Copy)		Supplier		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. General Services Office submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3Days	



180. Preparation of Disbursement Voucher and Journal Entry Voucher for Prisoner's Subsistence Allowance

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Simple	
Type of Transaction:	G2G-Government to Government, G2C-Government to Client	
Who may avail:	GSO, prisoner	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> 1. By administration thru cash advance (1 Original Copy and 2 Certified True Copy) <ul style="list-style-type: none"> • Grant of Cash Advance <ul style="list-style-type: none"> - Roster of Inmates duly certified by the Jail Warden/Superintendent - Certification from the concerned officials on actual number of inmates (jail population) • Liquidation of Cash Advance <ul style="list-style-type: none"> - Roster of Inmates duly certified by the Jail Warden/Superintendent - Certification from the concerned officials on actual number of inmates (jail population) - Summary of Committed and Released Inmates on a daily basis duly signed by the Jail Warden/Superintendent and other responsible officials - Report of Disbursement duly supported with necessary documents depending on the nature of expenses 		
<ol style="list-style-type: none"> 2. By catering contract (1 Original Copy and 2 Certified True Copy) <ul style="list-style-type: none"> • Roster of Inmates duly certified by the Jail Warden/Superintendent • Certification from the concerned officials on actual number of inmates (jail population) • Summary of Committed and Released 		



<p>Inmates on a daily basis duly signed by the Jail Warden/Superintendent and other responsible officials</p> <ul style="list-style-type: none"> • Certificate of discharge on a daily basis, if there is any, duly signed by the jail warden/duty gater/superintendent and other responsible officials • Documentary requirements under procurement depending on the mode of procurement adopted 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. General Services Office submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	4. Days	



181. Preparation of Disbursement Voucher and Journal Entry for Procurement through Public Bidding-Infrastructure-Advance Payment

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Complex	
Type of Transaction:	G2G-Government to Government, G2B-Government to Business	
Who may avail:	General Services Office, Bidders	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Basic Requirements for all types of procurement through public bidding:		
1. Authenticated photocopy of the approved APP and any amendment thereto (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12	
2. Approved contract supported by the following documents which are required under COA Circular No. 2009-001 dated February 28,2005 to be submitted to the Auditor's Office within five days from the execution of the contract:		
○ Invitation to Apply for Eligibility to Bid	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12	
○ Letter of Intent	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12	
○ Results of Eligibility Check/Screening	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12	
○ Bidding Documents enumerated under section 17.1 of the Revised IRR of R.A 9184 which includes a complete set of approved plans/drawings and technical specification for infrastructure project, complete technical description of equipment, aircraft and accessories, scope of works, if applicable, for goods, rental and repair contracts,	LGU Santa Ignacia-Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3	



<p>Terms of Reference for (TOR) for Consulting Services.</p> <ul style="list-style-type: none"> ○ Minutes of Pre-Bid Conference, [Approved Budget for Contract (ABC) 1.0 million and above] ○ Agenda and/or Supplemental Bulletins, if any ○ Bidders Technical and Financial Proposals ○ Minutes of Bid Opening ○ Abstract of Bids ○ Post-Qualification Report of Technical Working Group ○ BAC Resolution declaring winning bidder ○ Notice of Post Qualification ○ Bac Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of BAC recommending award of contract ○ Notice of Award ○ Performance Security ○ Program of Work/Detailed Estimates 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>Contractors/Suppliers</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/TWG/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
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<ul style="list-style-type: none"> ○ Notice of Proceed, indicating the date of receipt by contractor ○ Detailed Breakdown of ABC ○ Copy of the approved PERT/CPM Network Diagram and detailed computation of contract time ○ Detailed Breakdown of the Contract Cost: <ul style="list-style-type: none"> -Including the detailed breakdown of estimates and/or unit cost analysis/ derivation of each work item expressed in volume/area/lump sum/ lot for infrastructure project <ul style="list-style-type: none"> ▪ Schedule of basic rates certified by the consultant with a sworn statement ▪ Derivation of the billing factor/multiplier certified by the consultant by sworn statement ▪ Detailed breakdown of reimbursable cost based on agreed fixed rates and actual costs -Indicating costs and dates of acquisition of the equipment, quantities and cost of materials, spare parts and supplies furnished by the contractor for janitorial/security/maintenance services -Indicating the monthly lease payment and period of lease for lease contracts (1 Original Copy and 2 Certified True Copy) 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>Contractors/Suppliers</p> <p>LGU Santa Ignacia Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p>
<p>3. Copy of Advertisement of Invitation to</p>	<p>LGU Santa Ignacia-General Services</p>



<p>Bid/Request for expression of Interest</p> <ul style="list-style-type: none"> ○ Newspaper clippings of advertisement (ABC 5.0million and above for infrastructure, 2. Million and above for goods, and 1.0 million for four months duration and above for consulting services ○ Print out copies of advertisement posted in agency website, if any (1 Original Copy and 2 Certified True Copy) 	<p>Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>4. Documentary requirements under Sections 23.1 and 25.2b for infrastructure, 23.1 and 25.2a for goods, 24.1 and 25.2c for consulting services of the Revised IRR of RA No. 9184. (1 Original Copy and 2 Certified True Copy)</p>	<p>Contractor/Supplier</p>
<p>5. Minutes of Pre-procurement Conference for projects costing above 5.0 million for infrastructure, 2. Million and above for goods, and 1.0 million and above for consulting services (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>6. Bid Evaluation Report (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/TWG/Executive Building/Ground Floor/Window 12</p>
<p>7. Ranking of short listed bidders for consulting services (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>8. Post Qualification Evaluation Report (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2</p>
<p>9. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PHILGEPS (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>10. For LGUs, as clarified under COA Memorandum No. 2010-014 dated April 22, 2010, authorization by local Sanggunian for the Local Chief Executive to enter into contract in case of the following:</p> <ul style="list-style-type: none"> ○ In the case of a reenacted budget: 	



<p>-For new contracts entered into by the local chief executive for contractual obligations included in the previous year's annual and supplemental budgets</p> <ul style="list-style-type: none"> o In the case of the regularly enacted budget: <p>-For projects described in generic terms, such as infrastructure projects, inter-municipal waterworks, drainage and sewerage, flood control, irrigation system projects, reclamation projects, or roads and bridges.</p> <p>-For purchase of goods and services which are neither specified nor encompassed within the regular personal services and maintenance operating expenses (1 Original Copy and 2 Certified True Copy)</p>	
<p>11. Evidence of Invitation of three observers in all stages of the procurement process pursuant to Section 13.1 of the Revised IRR of RA No. 9184 (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>12. Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities. (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>Additional Requirements for Infrastructure (Advance Payment):</p>	
<p>1. Letter Request from contractors for Advance/Progress/final payment or for substitution in case of release of retention money. (1 Original Copy and 2 Certified True Copy)</p>	<p>Contractors/Suppliers</p>
<p>2. Common to progress/final payments</p> <ul style="list-style-type: none"> o Statement of Work Accomplished/Progress Billing o Inspection Report by the Agency's Authorized Engineer o Result of Test Analysis, if applicable o Statement of Time Elapsed o Monthly Certificate of Payment o Contractor's Affidavit on Payment of laborers and materials o Pictures, before, during and after 	<p>Contractor/Supplier</p> <p>LGU Santa Ignacia-Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3</p> <p>Contractors/Suppliers</p>



<p>construction of items of work especially the embedded items</p> <ul style="list-style-type: none"> ○ Photocopy of vouchers of all previous payments ○ Certificate of completion (1 Original Copy and 2 Certified True Copy) 	<p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p> <p>LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2</p>
<p>3. Irrevocable Standby Letter of Credit/Security Bond/Bank Guarantee (1 Original Copy and 2</p>	<p>Contractors/Suppliers</p>
<p>4. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof (1 Original Copy and 2 Certified True Copy)</p>	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. General Services Office Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	4 Days	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 Hours and 30 Minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 Hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	2 Days	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 Minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	7 Days	



182. Preparation of Disbursement Voucher and Journal Entry for Procurement through Public Bidding-Infrastructure-Variation Order/Change Order/Extra Work Order

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Complex	
Type of Transaction:	G2G-Government to Government, G2B-Government to Business	
Who may avail:	General Services Office, Bidders	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Basic Requirements for all types of procurement through public bidding:		
1. Authenticated photocopy of the approved APP and any amendment thereto (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12	
2. Approved contract supported by the following documents which are required under COA Circular No. 2009-001 dated February 28,2005 to be submitted to the Auditor's Office within five days from the execution of the contract:		
○ Invitation to Apply for Eligibility to Bid	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12	
○ Letter of Intent	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12	
○ Results of Eligibility Check/Screening	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12	
○ Bidding Documents enumerated under section 17.1 of the Revised IRR of R.A 9184 which includes a complete set of approved plans/drawings and technical specification for infrastructure project, complete technical description of equipment, aircraft and accessories, scope of works, if applicable, for goods, rental and repair contracts,	LGU Santa Ignacia-Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3	



<p>Terms of Reference for (TOR) for Consulting Services.</p> <ul style="list-style-type: none"> ○ Minutes of Pre-Bid Conference, [Approved Budget for Contract (ABC) 1.0 million and above] ○ Agenda and/or Supplemental Bulletins, if any ○ Bidders Technical and Financial Proposals ○ Minutes of Bid Opening ○ Abstract of Bids ○ Post-Qualification Report of Technical Working Group ○ BAC Resolution declaring winning bidder ○ Notice of Post Qualification ○ Bac Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of BAC recommending award of contract ○ Notice of Award ○ Performance Security ○ Program of Work/Detailed Estimates 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>Contractors/Suppliers</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/TWG/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
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<ul style="list-style-type: none"> ○ Notice of Proceed, indicating the date of receipt by contractor ○ Detailed Breakdown of ABC ○ Copy of the approved PERT/CPM Network Diagram and detailed computation of contract time ○ Detailed Breakdown of the Contract Cost: <ul style="list-style-type: none"> -Including the detailed breakdown of estimates and/or unit cost analysis/ derivation of each work item expressed in volume/area/lump sum/ lot for infrastructure project <ul style="list-style-type: none"> ▪ Schedule of basic rates certified by the consultant with a sworn statement ▪ Derivation of the billing factor/multiplier certified by the consultant by sworn statement ▪ Detailed breakdown of reimbursable cost based on agreed fixed rates and actual costs -Indicating costs and dates of acquisition of the equipment, quantities and cost of materials, spare parts and supplies furnished by the contractor for janitorial/security/maintenance services -Indicating the monthly lease payment and period of lease for lease contracts(1 Original Copy and 2 Certified True Copy) 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>Contractors/Suppliers</p> <p>LGU Santa Ignacia Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 LGU Santa Ignacia Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p>
<p>3. Copy of Advertisement of Invitation to Bid/Request for expression of Interest</p> <ul style="list-style-type: none"> ○ Newspaper clippings of advertisement (ABC 5.0million and above for 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>



<p>infrastructure, 2. Million and above for goods, and 1.0 million for four months duration and above for consulting services</p> <ul style="list-style-type: none"> ○ Print out copies of advertisement posted in agency website, if any(1 Original Copy and 2 Certified True Copy) 	
<p>4. Documentary requirements under Sections 23.1 and 25.2b for infrastructure, 23.1 and 25.2a for goods, 24.1 and 25.2c for consulting services of the Revised IRR of RA No. 9184. (1 Original Copy and 2 Certified True Copy)</p>	<p>Contractor/Supplier</p>
<p>5. Minutes of Pre-procurement Conference for projects costing above 5.0 million for infrastructure, 2. Million and above for goods, and 1.0 million and above for consulting services (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>



<p>6. Bid Evaluation Report (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/TWG/Executive Building/Ground Floor/Window 12</p>
<p>7. Ranking of short listed bidders for consulting services (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>8. Post Qualification Evaluation Report (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2</p>
<p>9. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PHILGEPS (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>10. For LGUs, as clarified under COA Memorandum No. 2010-014 dated April 22, 2010, authorization by local Sanggunian for the Local Chief Executive to enter into contract in case of the following:</p> <ul style="list-style-type: none"> o In the case of a reenacted budget: <ul style="list-style-type: none"> -For new contracts entered into by the local chief executive for contractual obligations included in the previous year's annual and supplemental budgets o In the case of the regularly enacted budget: <ul style="list-style-type: none"> -For projects described in generic terms, such as infrastructure projects, inter-municipal waterworks, drainage and sewerage, flood control, irrigation system projects, reclamation projects, or roads and bridges. -For purchase of goods and services which are neither specified nor encompassed within the regular personal services and maintenance operating expenses(1 Original Copy and 2 Certified True Copy) 	



<p>11. Evidence of Invitation of three observers in all stages of the procurement process pursuant to Section 13.1 of the Revised IRR of RA No. 9184 (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>12. Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities. (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>For Infrastructure (Variation/Change Order/Extra Work Order):</p>	
<p>1. Letter Request from contractors for Advance/Progress/final payment or for substitution in case of release of retention money. (1 Original Copy and 2 Certified True Copy)</p>	<p>Contractors/Suppliers</p>
<p>2. Common to progress/final payments</p> <ul style="list-style-type: none"> ○ Statement of Work Accomplished/Progress Billing ○ Inspection Report by the Agency's Authorized Engineer ○ Result of Test Analysis, if applicable ○ Statement of Time Elapsed ○ Monthly Certificate of Payment ○ Contractor's Affidavit on Payment of laborers and materials ○ Pictures, before, during and after construction of items of work especially the embedded items ○ Photocopy of vouchers of all previous payments ○ Certificate of completion (1 Original Copy and 2 Certified True Copy) 	<p>Contractor/Supplier</p> <p>LGU Santa Ignacia-Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p> <p>LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2</p>
<p>3. Copy of Approved Change Order (CO)/Extra Work Order (EWO) (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>4. Copy of the approved original plans</p>	<p>LGU Santa Ignacia-Office of the Municipal</p>



<p>indicating the affected portion(s) of the project and duly revised plans and specification, if applicable, indicating the changes made which shall be color coded. (1 Original Copy and 2 Certified True Copy)</p>	<p>Engineer/Executive Building/Ground Floor/Window 3</p>
<p>5. Copy of the agency's report establishing the necessity/justification(s) for the need of such CO and/or EWO which shall include:</p> <ul style="list-style-type: none"> o The computation as to the quantities of the additional works involved per item indicating the specific stations where such works are needed; o The date of inspection conducted and the result of such inspection; o A detailed estimate of the unit cost of such items of work for new unit cost including those expressed in volume/area/lump-sum/lot.(1 Original Copy and 2 Certified True Copy) 	<p>LGU Santa Ignacia-Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3</p>
<p>6. Copy of the approved/revised PERT/CPM Network Diagram which shall be color coded, reflecting the effect of additional/deductive time on the contract period and the corresponding detailed computations for the additional/deductive time for the subject Change Order/Extra Work Order. (1 Original Copy and 2 Certified True Copy)</p>	<p>Suppliers</p>
<p>7. Copy of the approved detailed breakdown of contract cost for the variation order. (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3</p>
<p>8. Copy of the COA Technical Evaluation Report for the original contract. (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2</p>



<p>9. If the variation order to be reviewed is not the 1st variation order, all of the above requirements for all previously approved variation order, if not yet reviewed, otherwise, copy of the COA Technical Evaluation Report for the previously approved variation orders. (1 Original Copy and 2 Certified True Copy)</p>	
<p>10. Additional performance security in the prescribed form and amount if variation order exceeds 10 of the original contract cost(1 Original Copy and 2 Certified True Copy)</p>	Warranty/Security Company
<p>11. Such other documents peculiar to th contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof(1 Original Copy and 2 Certified True Copy)</p>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. General Services Office Submit complete documentary requirements</p>	<p>1.1 Check the completeness of documents and stamp the Approved OBR with “Received By” and duly signed.</p>	<p>None</p>	<p>4 Days</p>	<p><i>Accounting Clerk</i> (Office of the Municipal Accountant)</p>
	<p>1.2 Prepare Disbursement and Journal Entry Voucher</p>	<p>None</p>	<p>5 Hours and 30 Minutes</p>	<p><i>Accounting Clerk</i> (Office of the Municipal Accountant)</p>
	<p>1.3 Log the prepared DV and JEV</p>	<p>None</p>	<p>2 Hours</p>	<p><i>Accounting Clerk</i> (Office of the Municipal Accountant)</p>



	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	2 Days	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 Minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	7 Days	



183. Preparation of Disbursement Voucher and Journal Entry Voucher for Procurement through Public Bidding-Infrastructure-Progress Payment

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Complex	
Type of Transaction:	G2G-Government to Government, G2B-Government to Business	
Who may avail:	General Services Office, Bidders	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Basic Requirements for all types of procurement through public bidding:		
1. Authenticated photocopy of the approved APP and any amendment thereto (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12	
2. Approved contract supported by the following documents which are required under COA Circular No. 2009-001 dated February 28,2005 to be submitted to the Auditor's Office within five days from the execution of the contract:		
○ Invitation to Apply for Eligibility to Bid	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12	
○ Letter of Intent	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12	
○ Results of Eligibility Check/Screening	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12	
○ Bidding Documents enumerated under section 17.1 of the Revised IRR of R.A 9184 which includes a complete set of approved plans/drawings and technical specification for infrastructure project, complete technical description of equipment, aircraft and accessories, scope of works, if applicable, for goods, rental and repair contracts, Terms of Reference for (TOR) for Consulting Services.	LGU Santa Ignacia-Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3	



<ul style="list-style-type: none"> ○ Minutes of Pre-Bid Conference, [Approved Budget for Contract (ABC) 1.0 million and above] ○ Agenda and/or Supplemental Bulletins, if any ○ Bidders Technical and Financial Proposals ○ Minutes of Bid Opening ○ Abstract of Bids ○ Post-Qualification Report of Technical Working Group ○ BAC Resolution declaring winning bidder ○ Notice of Post Qualification ○ Bac Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of BAC recommending award of contract ○ Notice of Award ○ Performance Security ○ Program of Work/Detailed Estimates 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>Contractors/Suppliers</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/TWG/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
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<ul style="list-style-type: none"> ○ Notice of Proceed, indicating the date of receipt by contractor ○ Detailed Breakdown of ABC ○ Copy of the approved PERT/CPM Network Diagram and detailed computation of contract time ○ Detailed Breakdown of the Contract Cost: <ul style="list-style-type: none"> -Including the detailed breakdown of estimates and/or unit cost analysis/ derivation of each work item expressed in volume/area/lump sum/ lot for infrastructure project <ul style="list-style-type: none"> ▪ Schedule of basic rates certified by the consultant with a sworn statement ▪ Derivation of the billing factor/multiplier certified by the consultant by sworn statement ▪ Detailed breakdown of reimbursable cost based on agreed fixed rates and actual costs -Indicating costs and dates of acquisition of the equipment, quantities and cost of materials, spare parts and supplies furnished by the contractor for janitorial/security/maintenance services -Indicating the monthly lease payment and period of lease for lease contracts(1 Original Copy and 2 Certified True Copy) 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>Contractors/Suppliers</p> <p>LGU Santa Ignacia Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 LGU Santa Ignacia Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p>
<p>3. Copy of Advertisement of Invitation to Bid/Request for expression of Interest</p> <ul style="list-style-type: none"> ○ Newspaper clippings of advertisement 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>



<p>(ABC 5.0million and above for infrastructure, 2. Million and above for goods, and 1.0 million for four months duration and above for consulting services</p> <ul style="list-style-type: none"> ○ Print out copies of advertisement posted in agency website, if any(1 Original Copy and 2 Certified True Copy) 	
<p>4. Documentary requirements under Sections 23.1 and 25.2b for infrastructure, 23.1 and 25.2a for goods, 24.1 and 25.2c for consulting services of the Revised IRR of RA No. 9184. (1 Original Copy and 2 Certified True Copy)</p>	Contractor/Supplier
<p>5. Minutes of Pre-procurement Conference for projects costing above 5.0 million for infrastructure, 2. Million and above for goods, and 1.0 million and above for consulting services (1 Original Copy and 2 Certified True Copy)</p>	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
<p>6. Bid Evaluation Report (1 Original Copy and 2 Certified True Copy)</p>	LGU Santa Ignacia-General Services Office/BAC/Secretariat/TWG/Executive Building/Ground Floor/Window 12
<p>7. Ranking of short listed bidders for consulting services (1 Original Copy and 2 Certified True Copy)</p>	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
<p>8. Post Qualification Evaluation Report (1 Original Copy and 2 Certified True Copy)</p>	LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2
<p>9. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PHILGEPS (1 Original Copy and 2 Certified True Copy)</p>	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
<p>10. For LGUs, as clarified under COA Memorandum No. 2010-014 dated April 22,2010, authorization by local Sanggunian for the Local Chief Executive to enter into contract in case of the following:</p> <ul style="list-style-type: none"> ○ In the case of a reenacted budget: <ul style="list-style-type: none"> -For new contracts entered into by the local chief executive for contractual 	



<p>obligations included in the previous year's annual and supplemental budgets</p> <ul style="list-style-type: none"> ○ In the case of the regularly enacted budget: <p>-For projects described in generic terms, such as infrastructure projects, inter-municipal waterworks, drainage and sewerage, flood control, irrigation system projects, reclamation projects, or roads and bridges.</p> <p>-For purchase of goods and services which are neither specified nor encompassed within the regular personal services and maintenance operating expenses(1 Original Copy and 2 Certified True Copy)</p>	
<p>11. Evidence of Invitation of three observers in all stages of the procurement process pursuant to Section 13.1 of the Revised IRR of RA No. 9184 (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>12. Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities. (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>For Infrastructure (Progress Payment):</p>	
<p>1. Letter Request from contractors for Advance/Progress/final payment or for substitution in case of release of retention money. (1 Original Copy and 2 Certified True Copy)</p>	<p>Contractors/Suppliers</p>
<p>2. Common to progress/final payments</p> <ul style="list-style-type: none"> ○ Statement of Work Accomplished/Progress Billing ○ Inspection Report by the Agency's Authorized Engineer ○ Result of Test Analysis, if applicable ○ Statement of Time Elapsed ○ Monthly Certificate of Payment ○ Contractor's Affidavit on Payment of laborers and materials 	<p>Contractor/Supplier</p> <p>LGU Santa Ignacia-Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p>



<ul style="list-style-type: none"> ○ Pictures, before, during and after construction of items of work especially the embedded items ○ Photocopy of vouchers of all previous payments ○ Certificate of completion (1 Original Copy and 2 Certified True Copy) 	<p>Contractors/Suppliers</p> <p>LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2</p>
<p>3. Submit a Statement of Work Accomplished (SWA) or progress billing and corresponding request for progress payment for work accomplished (1 Original Copy and 2 Certified True Copy)</p>	<p>Contractors/Suppliers</p>
<p>4. SWA should show the amounts which the contractor consider itself to be entitled, up to the end of the month, to cover the cumulative value of the works executed to date based on the items in Bill of Quantities and adjustments made for approved Variation Orders executed (Annex E of the Revised IRR of RA No. 9184) (1 Original Copy and 2 Certified True Copy)</p>	<p>Contractors</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. General Services Office Submit complete documentary requirements</p>	<p>1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.</p>	<p>None</p>	<p>4 Days</p>	<p><i>Accounting Clerk</i> (Office of the Municipal Accountant)</p>
	<p>1.2 Prepare Disbursement and Journal Entry Voucher</p>	<p>None</p>	<p>5 Hours and 30 Minutes</p>	<p><i>Accounting Clerk</i> (Office of the Municipal Accountant)</p>
	<p>1.3 Log the prepared DV and JEV</p>	<p>None</p>	<p>2 Hours</p>	<p><i>Accounting Clerk</i> (Office of the Municipal Accountant)</p>



	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	2 Days	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 Minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	7 Days	



184. Preparation of Disbursement Voucher and Journal Entry Voucher for Procurement through Public Bidding-Infrastructure-Final Payment

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Complex	
Type of Transaction:	G2G-Government to Government, G2B-Government to Business	
Who may avail:	General Services Office, Bidders	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Basic Requirements for all types of procurement through public bidding:		
1. Authenticated photocopy of the approved APP and any amendment thereto (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12	
2. Approved contract supported by the following documents which are required under COA Circular No. 2009-001 dated February 28,2005 to be submitted to the Auditor's Office within five days from the execution of the contract:		
○ Invitation to Apply for Eligibility to Bid	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12	
○ Letter of Intent	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12	
○ Results of Eligibility Check/Screening	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12	
○ Bidding Documents enumerated under section 17.1 of the Revised IRR of R.A 9184 which includes a complete set of approved plans/drawings and technical specification for infrastructure project, complete technical description of equipment, aircraft and accessories, scope of works, if applicable, for goods, rental and repair contracts, Terms of Reference for (TOR) for	LGU Santa Ignacia-Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3	



<p>Consulting Services.</p> <ul style="list-style-type: none"> ○ Minutes of Pre-Bid Conference, [Approved Budget for Contract (ABC) 1.0 million and above] ○ Agenda and/or Supplemental Bulletins, if any ○ Bidders Technical and Financial Proposals ○ Minutes of Bid Opening ○ Abstract of Bids ○ Post-Qualification Report of Technical Working Group ○ BAC Resolution declaring winning bidder ○ Notice of Post Qualification ○ Bac Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of BAC recommending award of contract ○ Notice of Award ○ Performance Security ○ Program of Work/Detailed Estimates 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>Contractors/Suppliers</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/TWG/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
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<ul style="list-style-type: none"> ○ Notice of Proceed, indicating the date of receipt by contractor ○ Detailed Breakdown of ABC ○ Copy of the approved PERT/CPM Network Diagram and detailed computation of contract time ○ Detailed Breakdown of the Contract Cost: <ul style="list-style-type: none"> -Including the detailed breakdown of estimates and/or unit cost analysis/ derivation of each work item expressed in volume/area/lump sum/ lot for infrastructure project <ul style="list-style-type: none"> ▪ Schedule of basic rates certified by the consultant with a sworn statement ▪ Derivation of the billing factor/multiplier certified by the consultant by sworn statement ▪ Detailed breakdown of reimbursable cost based on agreed fixed rates and actual costs -Indicating costs and dates of acquisition of the equipment, quantities and cost of materials, spare parts and supplies furnished by the contractor for janitorial/security/maintenance services -Indicating the monthly lease payment and period of lease for lease contracts(1 Original Copy and 2 Certified True Copy) 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>Contractors/Suppliers</p> <p>LGU Santa Ignacia Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers Contractors/Suppliers</p>
<p>3. Copy of Advertisement of Invitation to Bid/Request for expression of Interest</p> <ul style="list-style-type: none"> ○ Newspaper clippings of advertisement (ABC 5.0million and above for infrastructure, 2. Million and above for goods, and 1.0 million for four months duration and above for consulting services ○ Print out copies of advertisement posted in agency website, if any(1 Original Copy and 2 Certified True 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>



Copy)	
4. Documentary requirements under Sections 23.1 and 25.2b for infrastructure, 23.1 and 25.2a for goods, 24.1 and 25.2c for consulting services of the Revised IRR of RA No. 9184. (1 Original Copy and 2 Certified True Copy)	Contractor/Supplier
5. Minutes of Pre-procurement Conference for projects costing above 5.0 million for infrastructure, 2. Million and above for goods, and 1.0 million and above for consulting services (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12



6. Bid Evaluation Report (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/TWG/Executive Building/Ground Floor/Window 12
7. Ranking of short listed bidders for consulting services (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
8. Post Qualification Evaluation Report (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2
9. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PHILGEPS (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
<p>10. For LGUs, as clarified under COA Memorandum No. 2010-014 dated April 22, 2010, authorization by local Sanggunian for the Local Chief Executive to enter into contract in case of the following:</p> <ul style="list-style-type: none"> o In the case of a reenacted budget: <ul style="list-style-type: none"> -For new contracts entered into by the local chief executive for contractual obligations included in the previous year's annual and supplemental budgets o In the case of the regularly enacted budget: <ul style="list-style-type: none"> -For projects described in generic terms, such as infrastructure projects, inter-municipal waterworks, drainage and sewerage, flood control, irrigation system projects, reclamation projects, or roads and bridges. -For purchase of goods and services which are neither specified nor encompassed within the regular personal services and maintenance operating expenses(1 Original Copy and 2 Certified True Copy) 	



<p>11. Evidence of Invitation of three observers in all stages of the procurement process pursuant to Section 13.1 of the Revised IRR of RA No. 9184 (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>12. Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities. (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>For Infrastructure (Final Payment):</p>	
<p>1. Letter Request from contractors for Advance/Progress/final payment or for substitution in case of release of retention money. (1 Original Copy and 2 Certified True Copy)</p>	<p>Contractors/Suppliers</p>
<p>2. Common to progress/final payments</p> <ul style="list-style-type: none"> ○ Statement of Work Accomplished/Progress Billing ○ Inspection Report by the Agency's Authorized Engineer ○ Result of Test Analysis, if applicable ○ Statement of Time Elapsed ○ Monthly Certificate of Payment ○ Contractor's Affidavit on Payment of laborers and materials ○ Pictures, before, during and after construction of items of work especially the embedded items ○ Photocopy of vouchers of all previous payments ○ Certificate of completion (1 Original Copy and 2 Certified True Copy) 	<p>Contractor/Supplier</p> <p>LGU Santa Ignacia-Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers Contractors/Suppliers</p> <p>LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2</p>



3. As Built Plan (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3
4. Warranty Security (1 Original Copy and 2 Certified True Copy)	Contractors/Suppliers
5. Clearance from the Provincial Treasurer that the corresponding sand and gravel fees have been paid [DPWH Department Order (DO) No. 109 s. 1993 May 4,1993 and DO No. 119* s. 1993 dated May 11,1993] (1 Original Copy and 2 Certified True Copy)	Provincial Treasurer
6. Copy of turn-over documents/transfer of project and facilities such as motor vehicle, laptops, other equipment and furniture included in the contract to concerned government agency. (1 Original Copy and 2 Certified True Copy)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. General Services Office Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	4 Days	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 Hours and 30 Minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 Hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	2 Days	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 Minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	7 Days	



185. Preparation of Disbursement Voucher and Journal Entry Voucher for Procurement through Public Bidding-Infrastructure-Release of Retention Money

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2
Classification:	Complex
Type of Transaction:	G2G-Government to Government, G2B-Government to Business
Who may avail:	General Services Office, Bidders
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Basic Requirements for all types of procurement through public bidding:	
1. Authenticated photocopy of the approved APP and any amendment thereto (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
2. Approved contract supported by the following documents which are required under COA Circular No. 2009-001 dated February 28,2005 to be submitted to the Auditor's Office within five days from the execution of the contract:	
<ul style="list-style-type: none"> ○ Invitation to Apply for Eligibility to Bid ○ Letter of Intent ○ Results of Eligibility Check/Screening ○ Bidding Documents enumerated under section 17.1 of the Revised IRR of R.A 9184 which includes a complete set of approved plans/drawings and technical specification for infrastructure project, complete technical description of equipment, aircraft and accessories, scope of works, if applicable, for goods, rental and repair contracts, Terms of Reference for (TOR) for Consulting Services. 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>Contractors/Suppliers</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 1</p> <p>LGU Santa Ignacia-General Services</p>



<ul style="list-style-type: none"> ○ Minutes of Pre-Bid Conference, [Approved Budget for Contract (ABC) 1.0 million and above] ○ Agenda and/or Supplemental Bulletins, if any ○ Bidders Technical and Financial Proposals ○ Minutes of Bid Opening ○ Abstract of Bids ○ Post-Qualification Report of Technical Working Group ○ BAC Resolution declaring winning bidder ○ Notice of Post Qualification ○ Bac Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of BAC recommending award of contract ○ Notice of Award ○ Performance Security ○ Program of Work/Detailed Estimates 	<p>Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/TWG/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/TWG/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
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<ul style="list-style-type: none"> ○ Notice of Proceed, indicating the date of receipt by contractor ○ Detailed Breakdown of ABC ○ Copy of the approved PERT/CPM Network Diagram and detailed computation of contract time ○ Detailed Breakdown of the Contract Cost: Including the detailed breakdown of estimates and/or unit cost analysis/ derivation of each work item expressed in volume/area/lump sum/ lot for infrastructure project <ul style="list-style-type: none"> ▪ Schedule of basic rates certified by the consultant with a sworn statement ▪ Derivation of the billing factor/multiplier certified by the consultant by sworn statement ▪ Detailed breakdown of reimbursable cost based on agreed fixed rates and actual costs -Indicating costs and dates of acquisition of the equipment, quantities and cost of materials, spare parts and supplies furnished by the contractor for janitorial/security/maintenance services -Indicating the monthly lease payment and period of lease for lease contracts(1 Original Copy and 2 Certified True Copy) 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>Contractors/Suppliers</p> <p>LGU Santa Ignacia Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 LGU Santa Ignacia Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p>
<p>3. Copy of Advertisement of Invitation to Bid/Request for expression of Interest</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive</p>



<ul style="list-style-type: none"> ○ Newspaper clippings of advertisement (ABC 5.0million and above for infrastructure, 2. Million and above for goods, and 1.0 million for four months duration and above for consulting services ○ Print out copies of advertisement posted in agency website, if any(1 Original Copy and 2 Certified True Copy) 	Building/Ground Floor/Window 12
<p>4. Documentary requirements under Sections 23.1 and 25.2b for infrastructure, 23.1 and 25.2a for goods, 24.1 and 25.2c for consulting services of the Revised IRR of RA No. 9184. (1 Original Copy and 2 Certified True Copy)</p>	Contractor/Supplier
<p>5. Minutes of Pre-procurement Conference for projects costing above 5.0 million for infrastructure, 2. Million and above for goods, and 1.0 million and above for consulting services (1 Original Copy and 2 Certified True Copy)</p>	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
<p>6. Bid Evaluation Report (1 Original Copy and 2 Certified True Copy)</p>	LGU Santa Ignacia-General Services Office/BAC/Secretariat/TWG/Executive Building/Ground Floor/Window 12
<p>7. Ranking of short listed bidders for consulting services (1 Original Copy and 2 Certified True Copy)</p>	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
<p>8. Post Qualification Evaluation Report (1 Original Copy and 2 Certified True Copy)</p>	LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2
<p>9. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PHILGEPS (1 Original Copy and 2 Certified True Copy)</p>	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
<p>10. For LGUs, as clarified under COA Memorandum No. 2010-014 dated April 22,2010, authorization by local Sanggunian for the Local Chief Executive to enter into contract in case of the following:</p> <ul style="list-style-type: none"> ○ In the case of a reenacted budget: -For new contracts entered into by the 	Sangguniang Bayan



<p>local chief executive for contractual obligations included in the previous year's annual and supplemental budgets</p> <ul style="list-style-type: none"> ○ In the case of the regularly enacted budget: <ul style="list-style-type: none"> -For projects described in generic terms, such as infrastructure projects, inter-municipal waterworks, drainage and sewerage, flood control, irrigation system projects, reclamation projects, or roads and bridges. -For purchase of goods and services which are neither specified nor encompassed within the regular personal services and maintenance operating expenses(1 Original Copy and 2 Certified True Copy) 	
<p>11. Evidence of Invitation of three observers in all stages of the procurement process pursuant to Section 13.1 of the Revised IRR of RA No. 9184 (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>12. Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities. (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>For Infrastructure (Release of Retention Money):</p>	
<p>1. Letter Request from contractors for Advance/Progress/final payment or for substitution in case of release of retention money. (1 Original Copy and 2 Certified True Copy)</p>	<p>Contractors/Suppliers</p>
<p>2. Common to progress/final payments</p> <ul style="list-style-type: none"> ○ Statement of Work Accomplished/Progress Billing ○ Inspection Report by the Agency's Authorized Engineer ○ Result of Test Analysis, if applicable ○ Statement of Time Elapsed ○ Monthly Certificate of Payment 	<p>Contractor/Supplier</p> <p>LGU Santa Ignacia-Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3</p> <p>Contractors/Suppliers</p>



<ul style="list-style-type: none"> ○ Contractor's Affidavit on Payment of laborers and materials ○ Pictures, before, during and after construction of items of work especially the embedded items ○ Photocopy of vouchers of all previous payments ○ Certificate of completion (1 Original Copy and 2 Certified True Copy) 		Contractors/Suppliers		
3. Any security in the form of cash, bank guarantee, irrevocable standby letter of credit from a commercial bank, GSIS or surety bond callable on demand		Surety/Insurance Company		
4. Certification from the end-user that the project is completed and inspected		End-Users		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. General Services Office Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	4 Days	Accounting Clerk (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 Hours and 30 Minutes	Accounting Clerk (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 Hours	Accounting Clerk (Office of the Municipal Accountant)



	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	2 Days	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 Minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	7 Days	



186. Preparation of Disbursement Voucher and Journal Entry Voucher for Procurement through Public Bidding-Consulting Services

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2
Classification:	Complex
Type of Transaction:	G2G-Government to Government, G2B-Government to Business
Who may avail:	General Services Office, Bidders
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Basic Requirements for all types of procurement through public bidding:	
1. Authenticated photocopy of the approved APP and any amendment thereto (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
2. Approved contract supported by the following documents which are required under COA Circular No. 2009-001 dated February 28,2005 to be submitted to the Auditor's Office within five days from the execution of the contract:	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
<ul style="list-style-type: none"> o Invitation to Apply for Eligibility to Bid o Letter of Intent o Results of Eligibility Check/Screening o Bidding Documents enumerated under section 17.1 of the Revised IRR of R.A 9184 which includes a complete set of approved plans/drawings and technical specification for infrastructure project,complete technical description of equipment, aircraft and accessories, scope of works, if applicable, for goods, rental and repair contracts, Terms of Reference for (TOR) for Consulting Services. 	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 Contractors/Suppliers LGU Santa Ignacia-General Services



<ul style="list-style-type: none"> ○ Minutes of Pre-Bid Conference, [Approved Budget for Contract (ABC) 1.0 million and above] 	<p>Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<ul style="list-style-type: none"> ○ Agenda and/or Supplemental Bulletins, if any 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<ul style="list-style-type: none"> ○ Bidders Technical and Financial Proposals 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/TWG/Executive Building/Ground Floor/Window 12</p>
<ul style="list-style-type: none"> ○ Minutes of Bid Opening 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/TWG/Executive Building/Ground Floor/Window 12</p>
<ul style="list-style-type: none"> ○ Abstract of Bids 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/TWG/Executive Building/Ground Floor/Window 12</p>
<ul style="list-style-type: none"> ○ Post-Qualification Report of Technical Working Group 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/TWG/Executive Building/Ground Floor/Window 12</p>
<ul style="list-style-type: none"> ○ BAC Resolution declaring winning bidder 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<ul style="list-style-type: none"> ○ Notice of Post Qualification 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/TWG/Executive Building/Ground Floor/Window 12</p>
<ul style="list-style-type: none"> ○ Bac Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of BAC recommending award of contract 	<p>Contractors/Suppliers LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<ul style="list-style-type: none"> ○ Notice of Award 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<ul style="list-style-type: none"> ○ Performance Security 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<ul style="list-style-type: none"> ○ Program of Work/Detailed Estimates 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<ul style="list-style-type: none"> ○ Notice of Proceed, indicating the date of receipt by contractor 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/TWG/Executive Building/Ground Floor/Window 12</p>



<ul style="list-style-type: none"> ○ Detailed Breakdown of ABC ○ Copy of the approved PERT/CPM Network Diagram and detailed computation of contract time ○ Detailed Breakdown of the Contract Cost: <ul style="list-style-type: none"> -Including the detailed breakdown of estimates and/or unit cost analysis/ derivation of each work item expressed in volume/area/lump sum/ lot for infrastructure project ▪ Schedule of basic rates certified by the consultant with a sworn statement ▪ Derivation of the billing factor/multiplier certified by the consultant by sworn statement ▪ Detailed breakdown of reimbursable cost based on agreed fixed rates and actual costs -Indicating costs and dates of acquisition of the equipment, quantities and cost of materials, spare parts and supplies furnished by the contractor for janitorial/security/maintenance services -Indicating the monthly lease payment and period of lease for lease contracts(1 Original Copy and 2 Certified True Copy) 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>Contractors</p> <p>LGU Santa Ignacia Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p>
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	Contractors/Suppliers
<p>3. Copy of Advertisement of Invitation to Bid/Request for expression of Interest</p> <ul style="list-style-type: none"> o Newspaper clippings of advertisement (ABC 5.0million and above for infrastructure, 2. Million and above for goods, and 1.0 million for four months duration and above for consulting services o Print out copies of advertisement posted in agency website, if any(1 Original Copy and 2 Certified True Copy) 	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
<p>4. Documentary requirements under Sections 23.1 and 25.2b for infrastructure, 23.1 and 25.2a for goods, 24.1 and 25.2c for consulting services of the Revised IRR of RA No. 9184. (1 Original Copy and 2 Certified True Copy)</p> <p>5. Minutes of Pre-procurement Conference for projects costing above 5.0 million for infrastructure, 2. Million and above for goods, and 1.0 million and above for consulting services (1 Original Copy and 2 Certified True Copy)</p>	<p>Contractors/Suppliers</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
6. Bid Evaluation Report (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/TWG/Executive Building/Ground Floor/Window 12
7. Ranking of short listed bidders for consulting services (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
8. Post Qualification Evaluation Report (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/TWG/Executive Building/Ground Floor/Window 12
9. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PHILGEPS (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
10. For LGUs, as clarified under COA Memorandum No. 2010-014 dated April 22,2010, authorization by local Sanggunian for the Local Chief Executive to enter into contract in case	



<p>of the following:</p> <ul style="list-style-type: none"> o In the case of a reenacted budget: <ul style="list-style-type: none"> -For new contracts entered into by the local chief executive for contractual obligations included in the previous year's annual and supplemental budgets o In the case of the regularly enacted budget: <ul style="list-style-type: none"> -For projects described in generic terms, such as infrastructure projects, inter-municipal waterworks, drainage and sewerage, flood control, irrigation system projects, reclamation projects, or roads and bridges. -For purchase of goods and services which are neither specified nor encompassed within the regular personal services and maintenance operating expenses(1 Original Copy and 2 Certified True Copy) 	
<p>11. Evidence of Invitation of three observers in all stages of the procurement process pursuant to Section 13.1 of the Revised IRR of RA No. 9184 (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>12. Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities. (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>13. Additional documents under Annex D of COA Memorandum No. 2005-027 dated February 28,2005 required to be submitted to the Auditor's Office within five days from the execution of the contract:</p> <ul style="list-style-type: none"> o If not in the Terms of Reference, appropriate approved documents indicating the expected outputs/deliverables o Copy of the Approved Manning Schedule indicating the names and positions of the consultants and staff the extent of their participation in the project o Copy of the curriculum vitae of the consultant and staff(1 Original Copy and 2 Certified True Copy) 	
<p>14. Letter Request for payment from the consultant (1 Original Copy and 2</p>	



Certified True Copy)	
15. Approved Consultancy Progress/Final Reports, and/or output required under the contract (1 Original Copy and 2 Certified True Copy)	
16. Progress/Final Billing (1 Original Copy and 2 Certified True Copy)	Contractors/Suppliers
17. Contract of Infrastructure Projects subject of Project Management Consultancy Services (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. General Services Office Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	4 Days	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 Hours and 30 Minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 Hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	2 Days	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 Minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	7 Days	



187. Preparation of Disbursement Voucher and Journal Entry Voucher for Goods- Supplies, Materials, Equipment and Motor Vehicles

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Complex	
Type of Transaction:	G2G-Government to Government, G2B-Government to Business	
Who may avail:	General Services Office, Bidder	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Authenticated photocopy of the approved APP and any amendment thereto (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
	2. Approved contract supported by the following documents which are required under COA Circular No. 2009-001 dated February 28, 2005 to be submitted to the Auditor's Office within five days from the execution of the contract:	
	○ Invitation to Apply for Eligibility to Bid	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
	○ Letter of Intent	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
	○ Results of Eligibility Check/Screening	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
	○ Bidding Documents enumerated under section 17.1 of the Revised IRR of R.A 9184 which includes a complete set of approved plans/drawings and technical specification for infrastructure project, complete technical description of equipment, aircraft and accessories, scope of works, if applicable, for goods, rental and repair contracts, Terms of Reference for (TOR) for Consulting Services.	LGU Santa Ignacia-Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3
	○ Minutes of Pre-Bid Conference,	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12



<p>[Approved Budget for Contract (ABC) 1.0 million and above]</p> <ul style="list-style-type: none"> ○ Agenda and/or Supplemental Bulletins, if any ○ Bidders Technical and Financial Proposals ○ Minutes of Bid Opening ○ Abstract of Bids ○ Post-Qualification Report of Technical Working Group ○ BAC Resolution declaring winning bidder ○ Notice of Post Qualification ○ Bac Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of BAC recommending award of contract ○ Notice of Award ○ Performance Security ○ Program of Work/Detailed Estimates ○ Notice of Proceed, indicating the date 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>Contractors/Suppliers</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/TWG/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/TWG/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
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<p>of receipt by contractor</p> <ul style="list-style-type: none"> ○ Detailed Breakdown of ABC ○ Copy of the approved PERT/CPM Network Diagram and detailed computation of contract time ○ Detailed Breakdown of the Contract Cost: <ul style="list-style-type: none"> ✚ Including the detailed breakdown of estimates and/or unit cost analysis/ derivation of each work item expressed in volume/area/lump sum/ lot for infrastructure project ▪ Schedule of basic rates certified by the consultant with a sworn statement ▪ Derivation of the billing factor/multiplier certified by the consultant by sworn statement ▪ Detailed breakdown of reimbursable cost based on agreed fixed rates and actual costs -Indicating costs and dates of acquisition of the equipment, quantities and cost of materials, spare parts and supplies furnished by the contractor for janitorial/security/maintenance services -Indicating the monthly lease payment and period of lease for lease contracts(1 Original Copy and 2 Certified True Copy) 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>Contractors/Suppliers</p> <p>LGU Santa Ignacia Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3</p> <p>LGU Santa Ignacia- Contractors/Suppliers</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p>
<p>3. Copy of Advertisement of Invitation to Bid/Request for expression of Interest</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive</p>



<ul style="list-style-type: none"> ○ Newspaper clippings of advertisement (ABC 5.0million and above for infrastructure, 2. Million and above for goods, and 1.0 million for four months duration and above for consulting services ○ Print out copies of advertisement posted in agency website, if any(1 Original Copy and 2 Certified True Copy) 	Building/Ground Floor/Window 12
<p>4. Documentary requirements under Sections 23.1 and 25.2b for infrastructure, 23.1 and 25.2a for goods, 24.1 and 25.2c for consulting services of the Revised IRR of RA No. 9184. (1 Original Copy and 2 Certified True Copy)</p>	Contractor/Supplier
<p>5. Minutes of Pre-procurement Conference for projects costing above 5.0 million for infrastructure, 2. Million and above for goods, and 1.0 million and above for consulting services (1 Original Copy and 2 Certified True Copy)</p>	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
<p>6. Bid Evaluation Report (1 Original Copy and 2 Certified True Copy)</p>	LGU Santa Ignacia- Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2
<p>7. Ranking of short listed bidders for consulting services (1 Original Copy and 2 Certified True Copy)</p>	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
<p>8. Post Qualification Evaluation Report (1 Original Copy and 2 Certified True Copy)</p>	LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2
<p>9. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PHILGEPS (1 Original Copy and 2 Certified True Copy)</p>	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
<p>10. For LGUs, as clarified under COA Memorandum No. 2010-014 dated April 22, 2010, authorization by local Sanggunian for the Local Chief Executive to enter into contract in case of the following:</p> <ul style="list-style-type: none"> ○ In the case of a reenacted budget: <ul style="list-style-type: none"> -entered into by the local chief executive for contractual obligations included in the 	



<p>previous year's annual and supplemental budgets</p> <ul style="list-style-type: none"> ○ In the case of the regularly enacted budget: <ul style="list-style-type: none"> -For projects described in generic terms, such as infrastructure projects, inter-municipal waterworks, drainage and sewerage, flood control, irrigation system projects, reclamation projects, or roads and bridges. -For purchase of goods and services which are neither specified nor encompassed within the regular personal services and maintenance operating expenses(1 Original Copy and 2 Certified True Copy) 	
<p>11. Evidence of Invitation of three observers in all stages of the procurement process pursuant to Section 13.1 of the Revised IRR of RA No. 9184 (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>12. Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities. (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>For Goods (Supplies, Materials, Equipment and Motor Vehicles</p>	
<p>1. Documents required under Annexes F and S of COA Memorandum No. 2005-027 dated February 28,2005 required to be submitted within five days upon execution of the contract:</p> <ul style="list-style-type: none"> ○ Certificate of Exclusive Distributorship, if applicable ○ Samples and Brochures/Photograph, if applicable ○ For imported items: <ul style="list-style-type: none"> -Consular Invoice/Pro-forma invoice of the foreign supplier with the corresponding details -Home Consumption Value of items -Breakdown of the expense incurred in the Importation(1 Original Copy and 2 Certified True Copy) 	
<p>2. Original Copy of Dealers/Suppliers' Invoice showing the quantity,</p>	<p>Contractors/Suppliers</p>



description of the articles, unit and total value, duly signed by the dealer or his representative, and indicating receipt by the proper agency official of items delivered.(1 Original Copy and 2 Certified True Copy)	
3. Result of Test Analysis, if applicable(1 Original Copy and 2 Certified True Copy)	
4. Tax Receipts from the Bureau of Customs or the BIR indicating the exact specification and/or serial number of the equipment procured by the government as proof of payment of all taxes and duties due on the same equipment, supplied or sold to the government [Administrative Order (AO) No. 200 dated November 21.1990](1 Original Copy and 2 Certified True Copy)	Contractors/Suppliers
5. Inspection and Acceptance Report prepared by the Department/Agency property inspector and signed by the Head of Agency(1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3
6. For equipment, Acknowledgement Receipt for Equipment(1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
7. Warranty Security for a minimum period of three months, in the case of expandable supplies, or a minimum period of one year in the case of non-expandable supplies, after acceptance by procuring entity of delivered supplies.(1 Original Copy and 2 Certified True Copy)	Contractors/Suppliers
8. Request for purchase of supplies, materials and equipment duly approved by proper authorities(1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
9. In case of Motor Vehicles, (AO No. 223 dated August 1,2008) authority to purchase from: <ul style="list-style-type: none"> ○ Agency Head and Secretary of DBM, or OP depending on the type of vehicle 	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive



<p>being provided (Section 7 and 9)</p> <ul style="list-style-type: none"> o Local Chief Executives, including Punong Barangay, for types of vehicles enumerated local funds and if chargeable under the GAA, either from the DBM or OP depending on the type of vehicle purchased (Section 7 and 9)(1 Original Copy and 2 Certified True Copy) 	<p>Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>			
<p>10. For Procurement of drugs and medicines</p> <ul style="list-style-type: none"> o Certificate of product registration from Food and Drug Administration (FDA) o Certificate of Good Manufacturing practice from FDA o Batch Release Certificate from FDA o If the supplier is not the manufacturer, certification from the manufacturer that the supplier is an authorized distributor/dealer of the products/items.(1 Original Copy and 2 Certified True Copy) 	<p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p>			
<p>11. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof.(1 Original Copy and 2 Certified True Copy)</p>				
<p>CLIENT STEPS</p>	<p>AGENCY ACTIONS</p>	<p>FEES TO BE PAID</p>	<p>PROCESSING TIME</p>	<p>PERSON RESPONSIBLE</p>
<p>1. General Services Office Submit complete documentary requirements</p>	<p>1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.</p>	<p>None</p>	<p>4 Days</p>	<p><i>Accounting Clerk</i> (Office of the Municipal Accountant)</p>
	<p>1.2 Prepare Disbursement and Journal Entry Voucher</p>	<p>None</p>	<p>5 Hours and 30 Minutes</p>	<p><i>Accounting Clerk</i> (Office of the Municipal Accountant)</p>



	1.3 Log the prepared DV and JEV	None	2 Hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	2 Days	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 Minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	7 Days	



188. Preparation of Disbursement Voucher and Journal Entry Voucher for Goods- General Support Services (janitorial, security, maintenance, garbage collection and disposal and similar services)

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Complex	
Type of Transaction:	G2G-Government to Government,G2B-Government to Business	
Who may avail:	General Services Office, Bidder	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Authenticated photocopy of the approved APP and any amendment thereto (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
	2. Approved contract supported by the following documents which are required under COA Circular No. 2009-001 dated February 28,2005 to be submitted to the Auditor's Office within five days from the execution of the contract:	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
	○ Invitation to Apply for Eligibility to Bid	
	○ Letter of Intent	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
	○ Results of Eligibility Check/Screening	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
	○ Bidding Documents enumerated under section 17.1 of the Revised IRR of R.A 9184 which includes a complete set of approved plans/drawings and technical specification for infrastructure project, complete technical description of equipment, aircraft and accessories, scope of works, if applicable, for goods, rental and repair contracts, Terms of Reference for (TOR) for	Contractors/Suppliers LGU Santa Ignacia-Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3



<p>Consulting Services.</p> <ul style="list-style-type: none"> ○ Minutes of Pre-Bid Conference, [Approved Budget for Contract (ABC) 1.0 million and above] ○ Agenda and/or Supplemental Bulletins, if any ○ Bidders Technical and Financial Proposals ○ Minutes of Bid Opening ○ Abstract of Bids ○ Post-Qualification Report of Technical Working Group ○ BAC Resolution declaring winning bidder ○ Notice of Post Qualification ○ Bac Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of BAC recommending award of contract ○ Notice of Award ○ Performance Security ○ Program of Work/Detailed Estimates 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/TWG/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/TWG/Executive Building/Ground Floor/Window 12</p> <p>Contractors/Suppliers</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/TWG/Executive Building/Ground Floor/Window 12</p>
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<ul style="list-style-type: none"> ○ Notice of Proceed, indicating the date of receipt by contractor ○ Detailed Breakdown of ABC ○ Copy of the approved PERT/CPM Network Diagram and detailed computation of contract time ○ Detailed Breakdown of the Contract Cost: <ul style="list-style-type: none"> -Including the detailed breakdown of estimates and/or unit cost analysis/ derivation of each work item expressed in volume/area/lump sum/ lot for infrastructure project <ul style="list-style-type: none"> ▪ Schedule of basic rates certified by the consultant with a sworn statement ▪ Derivation of the billing factor/multiplier certified by the consultant by sworn statement ▪ Detailed breakdown of reimbursable cost based on agreed fixed rates and actual costs -Indicating costs and dates of acquisition of the equipment, quantities and cost of materials, spare parts and supplies furnished by the contractor for janitorial/security/maintenance services -Indicating the monthly lease payment and period of lease for lease contracts(1 Original Copy and 2 Certified True Copy) 	<p>Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>Contractors/Suppliers</p> <p>LGU Santa Ignacia Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p>
<p>3. Copy of Advertisement of Invitation to Bid/Request for expression of Interest</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive</p>



<ul style="list-style-type: none"> ○ Newspaper clippings of advertisement (ABC 5.0million and above for infrastructure, 2. Million and above for goods, and 1.0 million for four months duration and above for consulting services ○ Print out copies of advertisement posted in agency website, if any(1 Original Copy and 2 Certified True Copy) 	Building/Ground Floor/Window 12
<p>4. Documentary requirements under Sections 23.1 and 25.2b for infrastructure, 23.1 and 25.2a for goods, 24.1 and 25.2c for consulting services of the Revised IRR of RA No. 9184. (1 Original Copy and 2 Certified True Copy)</p>	Contractor/Supplier
<p>5. Minutes of Pre-procurement Conference for projects costing above 5.0 million for infrastructure, 2. Million and above for goods, and 1.0 million and above for consulting services (1 Original Copy and 2 Certified True Copy)</p>	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
<p>6. Bid Evaluation Report (1 Original Copy and 2 Certified True Copy)</p>	LGU Santa Ignacia- Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2
<p>7. Ranking of short listed bidders for consulting services (1 Original Copy and 2 Certified True Copy)</p>	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
<p>8. Post Qualification Evaluation Report (1 Original Copy and 2 Certified True Copy)</p>	LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2
<p>9. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PHILGEPS (1 Original Copy and 2 Certified True Copy)</p>	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
<p>10. For LGUs, as clarified under COA Memorandum No. 2010-014 dated April 22,2010, authorization by local Sanggunian for the Local Chief Executive to enter into contract in case of the following:</p> <ul style="list-style-type: none"> ○ In the case of a reenacted budget: <ul style="list-style-type: none"> -For new contracts entered into by the local chief executive for contractual 	



<p>obligations included in the previous year's annual and supplemental budgets</p> <ul style="list-style-type: none"> ○ In the case of the regularly enacted budget: <ul style="list-style-type: none"> -For projects described in generic terms, such as infrastructure projects, inter-municipal waterworks, drainage and sewerage, flood control, irrigation system projects, reclamation projects, or roads and bridges. -For purchase of goods and services which are neither specified nor encompassed within the regular personal services and maintenance operating expenses(1 Original Copy and 2 Certified True Copy) 	
<p>11. Evidence of Invitation of three observers in all stages of the procurement process pursuant to Section 13.1 of the Revised IRR of RA No. 9184 (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>12. Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities. (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>For Goods (General Support Services (janitorial, security, maintenance, garbage collection and disposal and similar services))</p>	
<p>1. Additional documents under Annexes H to K and P of COA Memorandum No. 2005-027 dated February 28, 2005 required to be submitted to the Auditor's Office within five days from the execution of the contract: (1 Original Copy and 2 Certified True Copy)</p> <ul style="list-style-type: none"> ○ For janitorial/security/maintenance services, ● Appropriate approved documents indicating the following: <ul style="list-style-type: none"> ▪ The number of personnel involved and their corresponding rates/salary ▪ schedule of work and places of assignment or station/visits indicating, among others, the number of hours per visit 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>



<ul style="list-style-type: none">▪ The type and number of equipment to be served (in case of visitorial maintenance service)• The scaled floor plans of the building and other area/s covered by the service contract (for janitorial services)• The group classification of personnel to determine the Equivalent Equipment Monthly Statutory Minimum Wage Rate in accordance with the applicable Rules Implementing RA No. 6727• Approved documents indicating the minimum requirements of the agency on the number of security personnel to be involved in the project (for security service contract)• The population of the agency where the services are rendered (for security service controls)• Detailed description of the maintenance services to be rendered or activities to be performed (for maintenance service contracts)○ For Garbage Collection and Disposal<ul style="list-style-type: none">• Complete description/specifications (brand name, model, make/country of origin, hp, piston displacement, capacity) and number of units of dump trucks to be used• Complete descriptions/specifications (age, condition, brand, etc.) and number of units of all other equipment to be rented/used• Appropriate approved documents containing the terms and conditions, whether operated or bare rental for heavy equipment, whether per trip or package deal; and other relevant condition• The designated dumpsite/location of dumpsite (if provided in a separate document)<ul style="list-style-type: none">The measurement in kilometers of the total distance covered by one complete route for all the required routes to be travelled	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
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<ul style="list-style-type: none"> • Estimated volume in cubic meters of garbage to be hauled from area of operation, including the basis for such estimates • in cases where the type of contract differs from the usual per trip contract basis, sufficient justification and comparative analysis between the type of contract adopted against the basic per trip type of contract ○ For forwarding/shipping/hauling contract • The type kind and technical description of the mode of transportation used • The point of origin and destination including the estimated distance/s if transported by land • The estimated weight and volume of cargoes involved 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>2. Accomplishment Report (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>3. Request for Payment (1 Original and 2 Certified True Copy)</p>	<p>Bidder</p>
<p>4. Contractor's Bill (1 Original and 2 Certified True Copy)</p>	<p>Bidder</p>
<p>5. Certificate of Acceptance (1 Original and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>6. Attendance/Service (1 Original and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>7. Proof of remittance to concerned government agency and/or GOCC's [BIR/Social Security System (SSS)/Pag-Ibig] (1 Original and 2 Certified True Copy)</p>	<p>Concerned Agencies</p>
<p>8. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof (1 Original and 2 Certified True Copy)</p>	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. General Services Office Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	4 Days	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 Hours and 30 Minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 Hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	2 Days	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 Minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	7 Days	



189. Preparation of Disbursement Voucher and Journal Entry Voucher for Goods-General Support Services – Rental Contracts

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Complex	
Type of Transaction:	G2G-Government to Government, G2B-Government to Business	
Who may avail:	General Services Office, Bidder	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Authenticated photocopy of the approved APP and any amendment thereto (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
	2. Approved contract supported by the following documents which are required under COA Circular No. 2009-001 dated February 28, 2005 to be submitted to the Auditor's Office within five days from the execution of the contract:	
	○ Invitation to Apply for Eligibility to Bid	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
	○ Letter of Intent	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
	○ Results of Eligibility Check/Screening	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
	○ Bidding Documents enumerated under section 17.1 of the Revised IRR of R.A 9184 which includes a complete set of approved plans/drawings and technical specification for infrastructure project, complete technical description of equipment, aircraft and accessories, scope of works, if applicable, for goods, rental and repair contracts, Terms of Reference for (TOR) for Consulting Services.	LGU Santa Ignacia-Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3



<ul style="list-style-type: none"> ○ Minutes of Pre-Bid Conference, [Approved Budget for Contract (ABC) 1.0 million and above] ○ Agenda and/or Supplemental Bulletins, if any ○ Bidders Technical and Financial Proposals ○ Minutes of Bid Opening ○ Abstract of Bids ○ Post-Qualification Report of Technical Working Group ○ BAC Resolution declaring winning bidder ○ Notice of Post Qualification ○ Bac Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of BAC recommending award of contract ○ Notice of Award ○ Performance Security ○ Program of Work/Detailed Estimates 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>Contractors/Suppliers</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/TWG/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
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<ul style="list-style-type: none"> ○ Notice of Proceed, indicating the date of receipt by contractor ○ Detailed Breakdown of ABC ○ Copy of the approved PERT/CPM Network Diagram and detailed computation of contract time ○ Detailed Breakdown of the Contract Cost: -Including the detailed breakdown of estimates and/or unit cost analysis/ derivation of each work item expressed in volume/area/lump sum/ lot for infrastructure project <ul style="list-style-type: none"> ▪ Schedule of basic rates certified by the consultant with a sworn statement ▪ Derivation of the billing factor/multiplier certified by the consultant by sworn statement ▪ Detailed breakdown of reimbursable cost based on agreed fixed rates and actual costs -Indicating costs and dates of acquisition of the equipment, quantities and cost of materials, spare parts and supplies furnished by the contractor for janitorial/security/maintenance services -Indicating the monthly lease payment and period of lease for lease contracts(1 Original Copy and 2 Certified True Copy) 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>Contractors/Suppliers</p> <p>LGU Santa Ignacia Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3</p> <p>Contractors/Suppliers</p> <p>Contractors/Supplier</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p>
<p>3. Copy of Advertisement of Invitation to Bid/Request for expression of Interest</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive</p>



<ul style="list-style-type: none"> ○ Newspaper clippings of advertisement (ABC 5.0million and above for infrastructure, 2. Million and above for goods, and 1.0 million for four months duration and above for consulting services ○ Print out copies of advertisement posted in agency website, if any(1 Original Copy and 2 Certified True Copy) 	<p>Building/Ground Floor/Window 12</p>
<p>4. Documentary requirements under Sections 23.1 and 25.2b for infrastructure, 23.1 and 25.2a for goods, 24.1 and 25.2c for consulting services of the Revised IRR of RA No. 9184. (1 Original Copy and 2 Certified True Copy)</p>	<p>Contractor/Supplier</p>
<p>5. Minutes of Pre-procurement Conference for projects costing above 5.0 million for infrastructure, 2. Million and above for goods, and 1.0 million and above for consulting services (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>



6. Bid Evaluation Report (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia- Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2
7. Ranking of short listed bidders for consulting services (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
8. Post Qualification Evaluation Report (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2
9. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PHILGEPS (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
<p>10. For LGUs, as clarified under COA Memorandum No. 2010-014 dated April 22, 2010, authorization by local Sanggunian for the Local Chief Executive to enter into contract in case of the following:</p> <ul style="list-style-type: none"> ○ In the case of a reenacted budget: <ul style="list-style-type: none"> -For new contracts entered into by the local chief executive for contractual obligations included in the previous year's annual and supplemental budgets ○ In the case of the regularly enacted budget: <ul style="list-style-type: none"> -For projects described in generic terms, such as infrastructure projects, inter-municipal waterworks, drainage and sewerage, flood control, irrigation system projects, reclamation projects, or roads and bridges. -For purchase of goods and services which are neither specified nor encompassed within the regular personal services and maintenance operating expenses (1 Original Copy and 2 Certified True Copy) 	



<p>11. Evidence of Invitation of three observers in all stages of the procurement process pursuant to Section 13.1 of the Revised IRR of RA No. 9184 (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>12. Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities. (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>For Goods (Rental Contracts)</p>	
<p>1. Additional documents under Annexes L, N and O of COA Memorandum No. 2005-027 dated February 28, 2005 required to be submitted to the Auditor's Office within five days from the execution of the contract. (1 Original Copy and 2 Certified True Copy)</p> <ul style="list-style-type: none"> ○ For privately-owned office/building ● Complete copy of the building floor plans indicating shaded colors the rentable space ● Copy of the Certificate of Occupancy of the building or appropriate approved documents showing the date the building was constructed or age of the building ● Complete description of the building as to type, kind and class including its component parts and equipment facilities such as, but not limited to, parking areas, elevators, air-conditioning systems, firefighting equipment, etc. ● Copy of the Master of Deed Declaration and Restrictions in case of lease/rental of office condominiums ○ For equipment rental/lease/purchase contract <ul style="list-style-type: none"> ● Agency evaluation of equipment utilization ● Pertinent data of area operation 	
<p>2. List of prevailing comparable property within vicinity (1 Original Copy and 2 Certified True Copy)</p>	



3. Vicinity Map(1 Original and 2 Certified True Copy)				
4. Request for payment (1 Original and 2 Certified True Copy)		Bidder		
5. Bill/Invoices (1 Original and 2 Certified True Copy)		Bidder		
6. Certificate of occupancy (space/building) (1 Original and 2 Certified True Copy)				
7. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof (1 Original and 2 Certified True Copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. General Services Office Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	4 Days	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 Hours and 30 Minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.3 Log the prepared DV and JEV	None	2 Hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	2 Days	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 Minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	7 Days	



190. Preparation of Disbursement Voucher and Journal Entry Voucher for Goods-Repair and Maintenance of Aircraft, Equipment and Motor Vehicles

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Complex	
Type of Transaction:	G2G-Government to Government, G2B-Government to Business	
Who may avail:	General Services Office, Bidder	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Authenticated photocopy of the approved APP and any amendment thereto (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
	2. Approved contract supported by the following documents which are required under COA Circular No. 2009-001 dated February 28, 2005 to be submitted to the Auditor's Office within five days from the execution of the contract:	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
	○ Invitation to Apply for Eligibility to Bid	
	○ Letter of Intent	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
	○ Results of Eligibility Check/Screening	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
	○ Bidding Documents enumerated under section 17.1 of the Revised IRR of R.A 9184 which includes a complete set of approved plans/drawings and technical specification for infrastructure project, complete technical description of equipment, aircraft and accessories, scope of works, if applicable, for goods, rental and repair contracts, Terms of Reference for (TOR) for Consulting Services.	LGU Santa Ignacia-Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3



<ul style="list-style-type: none"> ○ Minutes of Pre-Bid Conference, [Approved Budget for Contract (ABC) 1.0 million and above] 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<ul style="list-style-type: none"> ○ Agenda and/or Supplemental Bulletins, if any 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<ul style="list-style-type: none"> ○ Bidders Technical and Financial Proposals 	<p>Contractors/Suppliers</p>
<ul style="list-style-type: none"> ○ Minutes of Bid Opening 	
<ul style="list-style-type: none"> ○ Abstract of Bids 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<ul style="list-style-type: none"> ○ Post-Qualification Report of Technical Working Group 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<ul style="list-style-type: none"> ○ BAC Resolution declaring winning bidder 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/TWG/Executive Building/Ground Floor/Window 12</p>
<ul style="list-style-type: none"> ○ Notice of Post Qualification 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<ul style="list-style-type: none"> ○ Bac Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of BAC recommending award of contract 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<ul style="list-style-type: none"> ○ Notice of Award 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 1</p>
<ul style="list-style-type: none"> ○ Performance Security 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<ul style="list-style-type: none"> ○ Program of Work/Detailed Estimates 	<p>LGU Santa Ignacia Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3</p>



<ul style="list-style-type: none"> ○ Notice of Proceed, indicating the date of receipt by contractor ○ Detailed Breakdown of ABC ○ Copy of the approved PERT/CPM Network Diagram and detailed computation of contract time ○ Detailed Breakdown of the Contract Cost: <ul style="list-style-type: none"> -Including the detailed breakdown of estimates and/or unit cost analysis/ derivation of each work item expressed in volume/area/lump sum/ lot for infrastructure project <ul style="list-style-type: none"> ▪ Schedule of basic rates certified by the consultant with a sworn statement ▪ Derivation of the billing factor/multiplier certified by the consultant by sworn statement ▪ Detailed breakdown of reimbursable cost based on agreed fixed rates and actual costs -Indicating costs and dates of acquisition of the equipment, quantities and cost of materials, spare parts and supplies furnished by the contractor for janitorial/security/maintenance services -Indicating the monthly lease payment and period of lease for lease contracts(1 Original Copy and 2 Certified True Copy) 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>Contractors/Suppliers</p> <p>LGU Santa Ignacia Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 LGU Santa Ignacia Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p>
<p>3. Copy of Advertisement of Invitation to Bid/Request for expression of Interest</p> <ul style="list-style-type: none"> ○ Newspaper clippings of advertisement (ABC 5.0million and above for 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>



<p>infrastructure, 2. Million and above for goods, and 1.0 million for four months duration and above for consulting services</p> <ul style="list-style-type: none"> ○ Print out copies of advertisement posted in agency website, if any(1 Original Copy and 2 Certified True Copy) 	
<p>4. Documentary requirements under Sections 23.1 and 25.2b for infrastructure, 23.1 and 25.2a for goods, 24.1 and 25.2c for consulting services of the Revised IRR of RA No. 9184. (1 Original Copy and 2 Certified True Copy)</p>	Contractor/Supplier
<p>5. Minutes of Pre-procurement Conference for projects costing above 5.0 million for infrastructure, 2. Million and above for goods, and 1.0 million and above for consulting services (1 Original Copy and 2 Certified True Copy)</p>	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
<p>6. Bid Evaluation Report (1 Original Copy and 2 Certified True Copy)</p>	LGU Santa Ignacia- Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2
<p>7. Ranking of short listed bidders for consulting services (1 Original Copy and 2 Certified True Copy)</p>	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
<p>8. Post Qualification Evaluation Report (1 Original Copy and 2 Certified True Copy)</p>	LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2
<p>9. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PHILGEPS (1 Original Copy and 2 Certified True Copy)</p>	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
<p>10. For LGUs, as clarified under COA Memorandum No. 2010-014 dated April 22, 2010, authorization by local Sanggunian for the Local Chief Executive to enter into contract in case of the following:</p> <ul style="list-style-type: none"> ○ In the case of a reenacted budget: <ul style="list-style-type: none"> -For new contracts entered into by the local chief executive for contractual obligations included in the previous year's annual and supplemental budgets 	



<ul style="list-style-type: none"> ○ In the case of the regularly enacted budget: -For projects described in generic terms, such as infrastructure projects, inter-municipal waterworks, drainage and sewerage, flood control, irrigation system projects, reclamation projects, or roads and bridges. -For purchase of goods and services which are neither specified nor encompassed within the regular personal services and maintenance operating expenses(1 Original Copy and 2 Certified True Copy) 	
<p>11. Evidence of Invitation of three observers in all stages of the procurement process pursuant to Section 13.1 of the Revised IRR of RA No. 9184 (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>12. Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities. (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>For Goods (Repair and Maintenance of Aircraft, Equipment and Motor Vehicles):</p>	
<p>1. The Additional documents under Annexes Q and R of COA Memorandum No. 2005-027 dated February 28, 2005 required to be submitted to the Auditor's Office within five days from the execution of the contract: (1 Original Copy and 2 Certified True Copy)</p> <ul style="list-style-type: none"> ○ Copy of the pre-repair evaluation report and approved detailed plans by the agency showing in sufficient detail the scope of work/extent of repair to be done ○ Copy of the latest service bulletin, in case of aircraft ○ Report of Waste materials ○ Copy of document indicating the history of repair 	<ul style="list-style-type: none"> ○ LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 ○ LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 ○ LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 ○ LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12



2. Post-inspection reports (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12			
3. Warranty Certificate (1 Original and 2 Certified True Copy)	Bidder			
4. Request for payment (1 Original and Certified True Copy)	Bllder			
5. Bill/Invoices (1 Original and 2 Certified True Copy)	Bidder			
6. Certificate of Acceptance (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12			
7. Pre-repair inspection reports (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12			
8. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof (1 Original and 2 Certified True Copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. General Services Office Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	4 Days	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 Hours and 30 Minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 Hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	2 Days	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 Minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	7 Days	



191. Preparation of Disbursement Voucher and Journal Entry Voucher(Advertising Expenses)

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Complex	
Type of Transaction:	G2G-Government to Government,G2B-Government to Business	
Who may avail:	General Services Office, Bidder	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Authenticated photocopy of the approved APP and any amendment thereto (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
	2. Approved contract supported by the following documents which are required under COA Circular No. 2009-001 dated February 28,2005 to be submitted to the Auditor's Office within five days from the execution of the contract:	
	○ Invitation to Apply for Eligibility to Bid	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
	○ Letter of Intent	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
	○ Results of Eligibility Check/Screening	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
	○ Bidding Documents enumerated under section 17.1 of the Revised IRR of R.A 9184 which includes a complete set of approved plans/drawings and technical specification for infrastructure project, complete technical description of equipment, aircraft and accessories, scope of works, if applicable, for goods, rental and repair contracts, Terms of Reference for (TOR) for Consulting Services.	LGU Santa Ignacia-Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3 LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12



<ul style="list-style-type: none"> ○ Minutes of Pre-Bid Conference, [Approved Budget for Contract (ABC) 1.0 million and above] ○ Agenda and/or Supplemental Bulletins, if any 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/TWG/Executive Building/Ground Floor/Window 12</p>
<ul style="list-style-type: none"> ○ Bidders Technical and Financial Proposals 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<ul style="list-style-type: none"> ○ Minutes of Bid Opening 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<ul style="list-style-type: none"> ○ Abstract of Bids 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/TWG/Executive Building/Ground Floor/Window 12</p>
<ul style="list-style-type: none"> ○ Post-Qualification Report of Technical Working Group 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<ul style="list-style-type: none"> ○ BAC Resolution declaring winning bidder 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<ul style="list-style-type: none"> ○ Notice of Post Qualification 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/TWG//Executive Building/Ground Floor/Window 12</p>
<ul style="list-style-type: none"> ○ Bac Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of BAC recommending award of contract 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<ul style="list-style-type: none"> ○ Notice of Award 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<ul style="list-style-type: none"> ○ Performance Security 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<ul style="list-style-type: none"> ○ Program of Work/Detailed Estimates 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>



<ul style="list-style-type: none"> ○ Notice of Proceed, indicating the date of receipt by contractor ○ Detailed Breakdown of ABC ○ Copy of the approved PERT/CPM Network Diagram and detailed computation of contract time ○ Detailed Breakdown of the Contract Cost: <ul style="list-style-type: none"> -Including the detailed breakdown of estimates and/or unit cost analysis/ derivation of each work item expressed in volume/area/lump sum/ lot for infrastructure project <ul style="list-style-type: none"> ▪ Schedule of basic rates certified by the consultant with a sworn statement ▪ Derivation of the billing factor/multiplier certified by the consultant by sworn statement ▪ Detailed breakdown of reimbursable cost based on agreed fixed rates and actual costs -Indicating costs and dates of acquisition of the equipment, quantities and cost of materials, spare parts and supplies furnished by the contractor for janitorial/security/maintenance services -Indicating the monthly lease payment and period of lease for lease contracts(1 Original Copy and 2 Certified True Copy) 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>Contractors/Suppliers</p> <p>LGU Santa Ignacia Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p> <p>Contractors/Suppliers</p>
<p>3. Copy of Advertisement of Invitation to Bid/Request for expression of Interest</p> <ul style="list-style-type: none"> ○ Newspaper clippings of advertisement (ABC 5.0million and above for infrastructure, 2. Million and above for goods, and 1.0 million for four months duration and above for consulting services ○ Print out copies of advertisement posted in agency website, if any(1 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>



Original Copy and 2 Certified True Copy)	
4. Documentary requirements under Sections 23.1 and 25.2b for infrastructure, 23.1 and 25.2a for goods, 24.1 and 25.2c for consulting services of the Revised IRR of RA No. 9184. (1 Original Copy and 2 Certified True Copy)	Contractor/Supplier
5. Minutes of Pre-procurement Conference for projects costing above 5.0 million for infrastructure, 2. Million and above for goods, and 1.0 million and above for consulting services (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
6. Bid Evaluation Report (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia- Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2
7. Ranking of short listed bidders for consulting services (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
8. Post Qualification Evaluation Report (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2
9. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PHILGEPS (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
10. For LGUs, as clarified under COA Memorandum No. 2010-014 dated April 22, 2010, authorization by local Sanggunian for the Local Chief Executive to enter into contract in case of the following: <ul style="list-style-type: none"> o In the case of a reenacted budget: <ul style="list-style-type: none"> -For new contracts entered into by the local chief executive for contractual obligations included in the previous year's annual and supplemental budgets o In the case of the regularly enacted budget: <ul style="list-style-type: none"> -For projects described in generic terms, such as infrastructure projects, inter-municipal waterworks, drainage and 	



sewerage, flood control, irrigation system projects, reclamation projects, or roads and bridges. -For purchase of goods and services which are neither specified nor encompassed within the regular personal services and maintenance operating expenses(1 Original Copy and 2 Certified True Copy)	
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11. Evidence of Invitation of three observers in all stages of the procurement process pursuant to Section 13.1 of the Revised IRR of RA No. 9184 (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
12. Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities. (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12

For goods (advertising expenses):

1. Bill/ Statement of Account (1Original Copy and 2 Certified True Copy)	Bidder
2. Copy of newspaper clippings evidencing publication and/or CD in case of TV/Radio commercial (1 Original Copy and 2 Certified True Copy)	Bldder

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. General Services Office Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	4 Days	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 Hours and 30 Minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.3 Log the prepared DV and JEV	None	2 Hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	2 Days	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 Minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	7 Days	



192. Preparation of Disbursement Voucher and Journal Entry Voucher for Procurement through Alternative Modes-Limited Source Bidding

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

This is a method of procurement of goods and consulting services that involves direct invitation to bid from the list of pre-selected suppliers or consultants with known experience and proven capability on the requirements of the particular contract. This alternative method of procurement may be employed under any of the following conditions (Section 49 of the Revised IRR of RA No. 9184

Procurement of highly specialized types of goods (e.g., sophisticated defense equipment, complex air navigation systems, coal) and consulting services where only a few suppliers or consultants are known to be available, such that resorting to public bidding method will not likely result in any additional suppliers or consultants participating in the bidding; or Procurement of major plant components where it is deemed advantageous to limit the bidding to known qualified bidders in order to maintain uniform quality and performance of the plant as a whole.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Simple	
Type of Transaction:	G2G-Government to Government, G2B-Government to Business	
Who may avail:	General Services Officer, Supplier	
CHECKLIST OF REQUIREMENTS		
WHERE TO SECURE		
Basic Requirements Common to All Purchases under alternative mode		
<ol style="list-style-type: none"> 1. Documents to be submitted within five working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009 (1 Original Copy and 2 Certified True Copy) <ul style="list-style-type: none"> ○ Purchased Order/Letter Order/Contract, duly approved by the officials concerned and accepted by the supplier (date of acceptance must be clearly indicated, especially when the time or date of delivery is dependent on or will be counted from the date of acceptance of the purchase order/letter order/contract ○ Proof of posting of invitation or request for submission of price quotation in the PhilGEPS website, website of the procuring agency, if applicable, and at any conspicuous 	<ul style="list-style-type: none"> ○ LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 ○ LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 	



<p>place reserved for this purpose in the premises of the procuring agency for a period of seven calendar days in case of Shopping under Section 52.1(b), and Negotiated Procurement under Sections 53.1 (two failed bidding) and 53.9 (small value procurement) of the Revised IRR of RA No. 9184</p> <ul style="list-style-type: none"> ○ Performance and warranty securities, except for shopping and negotiated procurement under emergency cases, small value procurement, lease of real property and United Nation (UN) agencies ○ BAC Resolution recommending and justifying to the Head of Procuring Entity (HOPE) the use of alternative mode of procurement and approval by the HOPE of the BAC Resolution recommending award of contract ○ Proof of posting of Notice of Award in the PhilGEPs website, the website of the procuring entity concerned, if available, and at any conspicuous place reserved for this purpose in the premises of the procuring entity 	<ul style="list-style-type: none"> ○ Insurance and Surety Company ○ LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 ○ LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
<p>2. Approved Procurement Plan (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>3. Request for purchase or requisition of supplies, materials and equipment, duly approved by proper authorities (1 Original and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>4. Delivery invoice showing the quantity, description of the articles, unit and total value, duly signed by the dealer or his representative and indicating receipt by the proper agency official of items delivered (1 Original and 2 Certified True Copy)</p>	<p>Supplier</p>
<p>5. Inspection and acceptance report signed "Inspected by" by the authorized agency inspector and signed "accepted by" by the authorized end-user to whom the item was delivered or the property officer if item</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>



is for stock (1 Original and 2 Certified True Copy)	
6. Approval by the HOPE or his duly authorized representative on the use of the alternative methods of procurement, as recommended by the BAC (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
7. Statement of the prospective bidder that it is not blacklisted or barred from bidding by the Government or any of its agencies, offices, corporations or LGUs (1 Original and 2 Certified True Copy)	Bidder
8. Sworn affidavit of the bidder that it is not related to the HOPE by consanguinity or affinity up to the third civil degree (1 Original and 2 Certified True Copy)	Bidder
Additional Documentary Requirements for Limited Source Bidding:	
<p>1. specific requirements to be submitted within five working days from the execution of the contract as required under COA circular No. 2009-001 dated February 12, 2009: (1 Original and 2 Certified True Copy)</p> <ul style="list-style-type: none"> ○ Copy of direct invitation to bid served by the concerned agency to all suppliers or consultants appearing in the pre-selected list of manufacturers/suppliers/distributors with known experience and proven capability on the requirements of the particular contract ○ Winning bidder's offer or proposal ○ Abstract of bids showing the most responsive and complying bidder from among the other bidders who participated in the bidding <p>Notice of Award</p>	<ul style="list-style-type: none"> ○ LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 ○ Supplier ○ LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
2. Documentary requirements under Sections 23.1 and 25.2(b) for infrastructure, 25.1 and 25.2(c) for consultancy services, of the Revised IRR of RA No. 9184 (1 Original and 2 Certified True Copy)	
3. Such other documents peculiar to the	



contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof (1 Original and 2 Certified True Copy)				
4. Bid security (required under Section 54.4 IRR-A, RA No. 9184) (1 Original and 2 Certified True Copy)		Insurance and Surety Company		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. General Services Office Employee submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3Days	



193. Preparation of Disbursement Voucher and Journal Entry Voucher for Procurement through Alternative Modes- Direct Contracting

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

This is a method of procurement of goods whereby the supplier is imply asked to submit a price quotation or a pro-forma invoice together with the conditions of sale. The offer may be accepted immediately or after some negotiations. Direct contracting may be resorted to under any of the following conditions (Section 50 of the Revised IRR of RA No. 9184):

Procurement of goods of proprietary nature which can be obtained only from the proprietary source, i.e. when patents, trade secrets, and copyrights prohibit others from manufacturing the same item;

When the procurement of critical plant components from a specific supplier is a condition precedent to hold a contractor to guarantee its project performance, in accordance with the provisions of its contract:

Those sold by an exclusive dealer or manufacturer which does not have sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Simple	
Type of Transaction:	G2G-Government to Government, G2B-Government to Business	
Who may avail:	General Services Officer, Supplier	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Basic Requirements Common to All Purchases under alternative mode		
<ol style="list-style-type: none"> 1. Documents to be submitted within five working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009 (1 Original Copy and 2 Certified True Copy) <ul style="list-style-type: none"> ○ Purchased Order/Letter Order/Contract, duly approved by the officials concerned and accepted by the supplier (date of acceptance must be clearly indicated, especially when the time or date of delivery is dependent on or will be counted from the date of acceptance of the purchase order/letter order/contract ○ Proof of posting of invitation or 	<ul style="list-style-type: none"> ○ LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 ○ LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 	



<p>request for submission of price quotation in the PhilGEPS website, website of the procuring agency, if applicable, and at any conspicuous place reserved for this purpose in the premises of the procuring agency for a period of seven calendar days in case of Shopping under Section 52.1(b), and Negotiated Procurement under Sections 53.1 (two failed bidding) and 53.9 (small value procurement) of the Revised IRR of RA No. 9184</p> <ul style="list-style-type: none"> ○ Performance and warranty securities, except for shopping and negotiated procurement under emergency cases, small value procurement, lease of real property and United Nation (UN) agencies ○ BAC Resolution recommending and justifying to the Head of Procuring Entity (HOPE) the use of alternative mode of procurement and approval by the HOPE of the BAC Resolution recommending award of contract ○ Proof of posting of Notice of Award in the PhilGEPs website, the website of the procuring entity concerned, if available, and at any conspicuous place reserved for this purpose in the premises of the procuring entity 	<ul style="list-style-type: none"> ○ Insurance and Surety Company ○ LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 ○ LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
<p>2. Approved Procurement Plan (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>3. Request for purchase or requisition of supplies, materials and equipment, duly approved by proper authorities (1 Original and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>4. Delivery invoice showing the quantity, description of the articles, unit and total value, duly signed by the dealer or his representative and indicating receipt by the proper agency official of items delivered (1 Original and 2 Certified True Copy)</p>	<p>Supplier</p>
<p>5. Inspection and acceptance report signed "Inspected by" by the</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive</p>



authorized agency inspector and signed "accepted by" by the authorized end-user to whom the item was delivered or the property officer if item is for stock (1 Original and 2 Certified True Copy)	Building/Ground Floor/Window 12
6. Approval by the HOPE or his duly authorized representative on the use of the alternative methods of procurement, as recommended by the BAC (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
7. Statement of the prospective bidder that it is not blacklisted or barred from bidding by the Government or any of its agencies, offices, corporations or LGUs (1 Original and 2 Certified True Copy)	Bidder
8. Sworn affidavit of the bidder that it is not related to the HOPE by consanguinity or affinity up to the third civil degree (1 Original and 2 Certified True Copy)	Bidder
Additional Documentary Requirements for Direct Contracting:	
<p>1. The Specific requirements to be submitted within five (5) working days from the execution of the contract as required under COA Circular No. 2009-01 dated February 12, 2009 (1 Original Copy and 2 Certified True Copy)</p> <ul style="list-style-type: none"> ○ Copy of letter to selected manufacturer/supplier/distributor to submit a price quotation and conditions of sale ○ Certificate of Exclusive Distributorship issued by the principal under oath and authenticated by the embassy/consulate nearest the place of the principal, in case of foreign suppliers ○ Certification form the agency authorized official that there are no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government ○ Certification of the BAC in case of 	<ul style="list-style-type: none"> ○ LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 1 ○ LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 ○ LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12



procurement of critical plant components and/or to maintain certain standards				
2. Study/survey done to determine that there are no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government (1 Original Copy and 2 Certified True Copy)		LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12		
3. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof (1 Original and 2 Certified True Copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. General Services Office Employee submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3Days	



194. Preparation of Disbursement Voucher and Journal Entry Voucher for Procurement through Alternative Modes-Repeat Order

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

This is a method of procurement of goods from the previous winning bidder, whenever there is a need to replenish goods procured under a contract previously awarded through Competitive Bidding. Repeat Orders shall likewise be subject to the following conditions (Section 51 of the Revised IRR of RA No. 9184:

Unit prices of the repeat order must be the same as, or lower than, those on the original contract, provided that such prices are still the most advantageous to the government after price verification;

Repeat order will not result in splitting of contracts, requisitions, or purchased orders, as provided for in Section 54.1 of the Revised IRR of RA No. 9184

Except in cases duly approved by the GPPB, the repeat order shall be availed of only within six months from the contract effectively date stated in the Notice to Proceed arising from the original contract; and

The repeat order shall not exceed 25 percent of the quantity of each item in the original contract.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Simple	
Type of Transaction:	G2G-Government to Government, G2B-Government to Business	
Who may avail:	General Services Officer, Supplier	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Basic Requirements Common to All Purchases under alternative mode:		
1. Documents to be submitted within five working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009 (1 Original Copy and 2 Certified True Copy)		
<ul style="list-style-type: none"> ○ Purchased Order/Letter Order/Contract, duly approved by the officials concerned and accepted by the supplier (date of acceptance must be clearly indicated, especially when the time or date of delivery is dependent on or will be counted from the date of acceptance of the purchase order/letter order/contract ○ Proof of posting of invitation or request for submission of price quotation in the PhilGEPS website, website of the procuring agency, if 	<ul style="list-style-type: none"> ○ LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 ○ LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 	



<p>applicable, and at any conspicuous place reserved for this purpose in the premises of the procuring agency for a period of seven calendar days in case of Shopping under Section 52.1(b), and Negotiated Procurement under Sections 53.1 (two failed bidding) and 53.9 (small value procurement) of the Revised IRR of RA No. 9184</p> <ul style="list-style-type: none"> ○ Performance and warranty securities, except for shopping and negotiated procurement under emergency cases, small value procurement, lease of real property and United Nation (UN) agencies ○ BAC Resolution recommending and justifying to the Head of Procuring Entity (HOPE) the use of alternative mode of procurement and approval by the HOPE of the BAC Resolution recommending award of contract ○ Proof of posting of Notice of Award in the PhilGEPs website, the website of the procuring entity concerned, if available, and at any conspicuous place reserved for this purpose in the premises of the procuring entity 	<ul style="list-style-type: none"> ○ Insurance and Surety Company ○ LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 ○ LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
<p>2. Approved Procurement Plan (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>3. Request for purchase or requisition of supplies, materials and equipment, duly approved by proper authorities (1 Original and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>4. Delivery invoice showing the quantity, description of the articles, unit and total value, duly signed by the dealer or his representative and indicating receipt by the proper agency official of items delivered (1 Original and 2 Certified True Copy)</p>	<p>Supplier</p>
<p>5. Inspection and acceptance report signed "Inspected by" by the authorized agency inspector and signed "accepted by" by the authorized end-user to whom the item was</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>



delivered or the property officer if item is for stock (1 Original and 2 Certified True Copy)	
6. Approval by the HOPE or his duly authorized representative on the use of the alternative methods of procurement, as recommended by the BAC (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
7. Statement of the prospective bidder that it is not blacklisted or barred from bidding by the Government or any of its agencies, offices, corporations or LGUs (1 Original and 2 Certified True Copy)	Bidder
8. Sworn affidavit of the bidder that it is not related to the HOPE by consanguinity or affinity up to the third civil degree (1 Original and 2 Certified True Copy)	Bidder
Additional Documentary Requirements for Repeat Order:	
<p>1. Specific requirements to be submitted within five working days from the execution of the contract as required under COA Circular No. 2009-01 dated February 12, 2009: (1 Original Copy and 2 Certified True Copy)</p> <ul style="list-style-type: none"> ○ Copy of the original contract used as basis for repeat order indicating that the original contract was awarded through public bidding ○ Certification from the Purchasing Department/Office that the supplier has complied with all the requirements under the original contract 	<ul style="list-style-type: none"> ○ LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 ○ LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. General Services Office Employee submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3Days	



195. Preparation of Disbursement Voucher and Journal Entry Voucher for Procurement through Alternative Modes- Shopping

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Shopping is a method of procurement of goods whereby the procuring entity simply requests for the submission of price quotations for the readily available off-the-shelf goods or ordinary/regular equipment to be procured directly from suppliers of known qualifications. This method of procurement shall be employed in any of the following cases (Section 52 of the Revised IRR of RA No. 9184):

When there is an unforeseen contingency requiring immediate purchase; provided, however, that the amount shall not exceed the threshold prescribed in Annex H of the Revised IRR of RA No. 9184

Procurement of ordinary or regular office supplies and equipment not available in the Procurement Service involving an amount not exceeding the threshold prescribed in Annex H of the Revised IRR of RA No. 9184

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2
Classification:	Simple
Type of Transaction:	G2G-Government to Government, G2B-Government to Business
Who may avail:	General Services Officer, Supplier

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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Basic Requirements Common to All Purchases under alternative mode:

<p>1. Documents to be submitted within five working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009 (1 Original Copy and 2 Certified True Copy)</p> <ul style="list-style-type: none"> ○ Purchased Order/Letter Order/Contract, duly approved by the officials concerned and accepted by the supplier (date of acceptance must be clearly indicated, especially when the time or date of delivery is dependent on or will be counted from the date of acceptance of the purchase order/letter order/contract) ○ Proof of posting of invitation or request for submission of price quotation in the PhilGEPS website, website of the procuring agency, if applicable, and at any conspicuous place reserved for this purpose in the 	<ul style="list-style-type: none"> ○ LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 ○ LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
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<p>premises of the procuring agency for a period of seven calendar days in case of Shopping under Section 52.1(b), and Negotiated Procurement under Sections 53.1 (two failed bidding) and 53.9 (small value procurement) of the Revised IRR of RA No. 9184</p> <ul style="list-style-type: none"> ○ Performance and warranty securities, except for shopping and negotiated procurement under emergency cases, small value procurement, lease of real property and United Nation (UN) agencies ○ BAC Resolution recommending and justifying to the Head of Procuring Entity (HOPE) the use of alternative mode of procurement and approval by the HOPE of the BAC Resolution recommending award of contract ○ Proof of posting of Notice of Award in the PhilGEPs website, the website of the procuring entity concerned, if available, and at any conspicuous place reserved for this purpose in the premises of the procuring entity 	<ul style="list-style-type: none"> ○ Insurance and Surety Company ○ LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 ○ LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
<p>2. Approved Procurement Plan (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>3. Request for purchase or requisition of supplies, materials and equipment, duly approved by proper authorities (1 Original and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>4. Delivery invoice showing the quantity, description of the articles, unit and total value, duly signed by the dealer or his representative and indicating receipt by the proper agency official of items delivered (1 Original and 2 Certified True Copy)</p>	<p>Supplier</p>
<p>5. Inspection and acceptance report signed "Inspected by" by the authorized agency inspector and signed "accepted by" by the authorized end-user to whom the item was delivered or the property officer if item is for stock (1 Original and 2 Certified</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>



True Copy)	
6. Approval by the HOPE or his duly authorized representative on the use of the alternative methods of procurement, as recommended by the BAC (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
7. Statement of the prospective bidder that it is not blacklisted or barred from bidding by the Government or any of its agencies, offices, corporations or LGUs (1 Original and 2 Certified True Copy)	Bidder
8. Sworn affidavit of the bidder that it is not related to the HOPE by consanguinity or affinity up to the third civil degree (1 Original and 2 Certified True Copy)	Bidder
Additional Documentary Requirements for Shopping:	
1. Specific requirements to be submitted within five working days from the execution of the contract as required under COA Circular No. 2009-01 dated February 12, 2009: (1 Original Copy and 2 Certified True Copy) <ul style="list-style-type: none"> ○ Price quotations from at least three bonafide and reputable manufacturers/suppliers/distributors ○ Abstract of canvass 	<ul style="list-style-type: none"> ○ manufacturers/suppliers/distributors ○ LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. General Services Office Employee submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3Days	



196. Preparation of Disbursement Voucher and Journal Entry Voucher for Procurement through Alternative Modes- Negotiated Procurement

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

This is a method of procurement of goods, infrastructure projects and consulting services, whereby the procuring entity directly negotiates with a technically, legally and financially capable supplier, contractor or consultant in any of the following cases (Section 53 of the Revised IRR of RA No. 9184):

- Two failed biddings
- Emergency cases
- Take-over of contracts
- Highly Technical Consultants
- Defense Cooperation Agreement
- Small Value Procurement
- Community Participation
- United Nations Agencies
- Adjacent or Contiguous
- NGO Participation (GPPB Resolution No.12-2007 dated 29 June 2007)
- Agency-to-Agency
- Procurement Agent
- Lease of Real Property

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Simple	
Type of Transaction:	G2G-Government to Government, G2B-Government to Business	
Who may avail:	General Services Officer, Supplier	
CHECKLIST OF REQUIREMENTS		
WHERE TO SECURE		
Basic Requirements Common to All Purchases under alternative mode:		
<p>1. Documents to be submitted within five working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009 (1 Original Copy and 2 Certified True Copy)</p> <ul style="list-style-type: none"> ○ Purchased Order/Letter Order/Contract, duly approved by the officials concerned and accepted by the supplier (date of acceptance must be clearly indicated, especially when the time or date of delivery is dependent on or will be counted from the date of acceptance of the purchase order/letter order/contract 	<ul style="list-style-type: none"> ○ LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 ○ LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive 	



<ul style="list-style-type: none"> ○ Proof of posting of invitation or request for submission of price quotation in the PhilGEPS website, website of the procuring agency, if applicable, and at any conspicuous place reserved for this purpose in the premises of the procuring agency for a period of seven calendar days in case of Shopping under Section 52.1(b), and Negotiated Procurement under Sections 53.1 (two failed bidding) and 53.9 (small value procurement) of the Revised IRR of RA No. 9184 ○ Performance and warranty securities, except for shopping and negotiated procurement under emergency cases, small value procurement, lease of real property and United Nation (UN) agencies ○ BAC Resolution recommending and justifying to the Head of Procuring Entity (HOPE) the use of alternative mode of procurement and approval by the HOPE of the BAC Resolution recommending award of contract ○ Proof of posting of Notice of Award in the PhilGEPs website, the website of the procuring entity concerned, if available, and at any conspicuous place reserved for this purpose in the premises of the procuring entity 	<p style="text-align: center;">Building/Ground Floor/Window 12</p> <ul style="list-style-type: none"> ○ Insurance and Surety Company ○ LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 ○ LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
<p>2. Approved Procurement Plan (1 Original Copy and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>3. Request for purchase or requisition of supplies, materials and equipment, duly approved by proper authorities (1 Original and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>4. Delivery invoice showing the quantity, description of the articles, unit and total value, duly signed by the dealer or his representative and indicating receipt by the proper agency official of items delivered (1 Original and 2 Certified True Copy)</p>	<p>Supplier</p>
<p>5. Inspection and acceptance report</p>	<p>LGU Santa Ignacia-General Services</p>



signed "Inspected by" by the authorized agency inspector and signed "accepted by" by the authorized end-user to whom the item was delivered or the property officer if item is for stock (1 Original and 2 Certified True Copy)	Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
6. Approval by the HOPE or his duly authorized representative on the use of the alternative methods of procurement, as recommended by the BAC (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
7. Statement of the prospective bidder that it is not blacklisted or barred from bidding by the Government or any of its agencies, offices, corporations or LGUs (1 Original and 2 Certified True Copy)	Bidder
8. Sworn affidavit of the bidder that it is not related to the HOPE by consanguinity or affinity up to the third civil degree (1 Original and 2 Certified True Copy)	Bidder
Additional Documentary Requirements for Negotiated Procurement:	
<p>1. Specific requirements to be submitted within five working days from the execution of the contract as required under COA Circular No. 2009-01 dated February 12, 2009: (1 Original Copy and 2 Certified True Copy)</p> <ul style="list-style-type: none"> ○ In case of two failed biddings, emergency cases, take-over of contract and small value procurement <ul style="list-style-type: none"> ● Price quotation/bids/final offers from at least be three invited suppliers ● Abstract of submitted Price Quotation ● BAC Resolution recommending award of contract to Lowest Calculated Responsive Bid (LCRB) 	<p>Suppliers</p> <p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>2. In case of two failed biddings: (Additional requirements) (1 Original Copy and 2 Certified True Copy)</p> <ul style="list-style-type: none"> ● Agency's offer for negotiations with selected suppliers, contractors or 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive</p>



<p>consultants</p> <ul style="list-style-type: none"> • Certification of BAC on the failure of competitive bidding for the second time • Evidence of invitation of observers in all stages of the negotiation 	<p>Building/Ground Floor/Window 12 LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>3. In emergency cases: (Additional requirements) (1 Original Copy and 2 Certified True Copy)</p> <ul style="list-style-type: none"> • Justification as to the necessity of purchase 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>4. In case of take-over of contracts: (Additional requirements) (1 Original Copy and 2 Certified True Copy)</p> <ul style="list-style-type: none"> • Copy of terminated contract • Reasons for the termination • Negotiation documents with the second lowest calculated bidder or the third lowest calculated bidder in case of failure of negotiation with the second lowest bidder. If negotiation still fails, invitation to at least three eligible contractors • Approval of the Head of the Procuring Agency to negotiate contracts for projects under exceptional cases 	<ul style="list-style-type: none"> • LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 • LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 • LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 • LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12
<p>5. In case of small value procurement: (Additional requirements) (1 Original Copy and 2 Certified True Copy)</p> <ul style="list-style-type: none"> • Letter/Invitation to submit proposals 	<p>LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12</p>
<p>6. For adjacent of contiguous projects: (Additional requirements) (1 Original Copy and 2 Certified True Copy)</p> <ul style="list-style-type: none"> • Original contract and any document indicating that the same resulted from competitive bidding • Scope of work which should be related or similar to the scope of work of the original contract 	<ul style="list-style-type: none"> • LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 • LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12



<ul style="list-style-type: none"> Latest Accomplishment Report of the original contract showing that there was no negative slippage/delay 		<ul style="list-style-type: none"> LGU Santa Ignacia-Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. General Services Office Employee submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3Days	



197. Preparation of Disbursement Voucher and Journal Entry Voucher for procurement through Automatic Arrangement (ADA) of direct payment

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government, G2B-Government to Business			
Who may avail:	General Services Officer, Supplier			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Same documents required under goods, infrastructure or consulting services depending on the mode of procurement adopted and the nature of expenses (1 Original Copy and 2 Certified True Copy)				
2. Letter request from the Head of the Agency to the Bank to pay/credit the account of the supplier (1 Original Copy and 2 Certified True Copy)		LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12		
3. Confirmation from the bank that the account of the supplier has already been credited (for post audit purposes) (1 Original Copy and 2 Certified True Copy)		Concerned bank		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. General Services Office Employee submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3Days	



198. Preparation of Disbursement Voucher and Journal Entry Voucher for Cultural and Athletic Activities

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government, G2B-Government to Business			
Who may avail:	General Services Officer, Supplier			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Budget estimates approved by the Head of Agency (1 Original Copy and 2 Certified True Copy)		Concerned Office		
2. Same requirements under procurement depending on the nature of expense and the mode of procurement adopted (1 Original Copy and 2 Certified True Copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. General Services Office Employee submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3Days	



199. Preparation of Disbursement Voucher and Journal Entry Voucher for Road Right-of-Way (ROW)/Real Property-Land

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Simple	
Type of Transaction:	G2G-Government to Government, Government to Client	
Who may avail:	General Services Officer, Land Owner	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Common to both Negotiated Purchase and Payment by Court Decision:		
1. Project parcellary survey plan showing that said lot and structures are within the boundaries of the right-of way (1 Original Copy and 2 Certified True Copy)		
2. Structural Mapping Plan of the Lot affected (1 Original Copy and 2 Certified True Copy)		
3. Certification by the implementing agency that the claim is not within the original ROW of a converted local road (1 Original Copy and 2 Certified True Copy)		
4. Certification from the Head of the Implementing Office that there is no previous pending claim and previous payment on subject property (1 Original Copy and 2 Certified True Copy)		
5. Environmental Clearance Certificate (ECC) as required under Section 8 of RA No. 8974 (1 Original Copy and 2 Certified True Copy)		
6. Copy of latest updated master list of Project-Affected-Persons (PAP) approved by Agency's authorized representative (1 Original Copy and 2 Certified True Copy)		
7. In case of death of claimant or owner, judicial settlement duly advertised in a		



newspaper of general circulation (1 Original Copy and 2 Certified True Copy)	
For Negotiated Purchase:	
<p>1. Independent Appraisal Report/Regional Committee Resolution indicating the valuation of the land. Valuation should be based on the provisions of RA No. 8974(1 Original Copy and 2 Certified True Copy)</p> <p>2. Applicable BIR Zonal Valuation(1 Original Copy and 2 Certified True Copy)</p> <p>3. Certified Photocopy of Authority/Agency Resolution to Purchase Land or Land Rights indicating the approved/established valuations of BIR Zonal Valuations(1 Original Copy and 2 Certified True Copy)</p> <p>4. Deed of Absolute Sale registered with the Register of Deeds where the land is located(1 Original Copy and 2 Certified True Copy)</p> <p>5. Certified Photocopy of Tax Clearance from Assessor's Office where the land is located (1 Original Copy and 2 Certified True Copy)</p> <ul style="list-style-type: none">• Certificate Authorizing Registration (CAR) (1 Original Copy and 2 Certified True Copy)• Capital Gains Tax (CGT) (1 Original Copy and 2 Certified True Copy)• Documentary Stamp Tax (DST) (1 Original Copy and 2 Certified True Copy)• Transfer Tax (1 Original Copy and 2 Certified True Copy)○ If registered land:• If whole lot is acquired, Transfer Certificate of Title (TCT) Certificate of Land Ownership Award/Original Certificate Title/Emancipation Patent (CLOA/OCT/EP)certified as true copy by the Assessor's Office in the name of the procuring entity or previous owner depending on the provisions of	<p>Bureau of Internal Revenue</p> <p>LGU Santa Ignacia-Office of the Municipal Assessor/Executive Building/Ground Floor/Window 7</p> <p>LGU Santa Ignacia-Office of the Municipal Treasurer/Executive Building/Ground Floor/Window 6</p>



<p>the sale (3 Certified True Copy)</p> <ul style="list-style-type: none">• If portion of lot is acquired, 3 certified photocopy of TCT and TD in the name of the procuring entity or previous owner with annotation of sale○ If unregistered land:<ul style="list-style-type: none">• 3 Certified Photocopy of TD in the name of the procuring entity or previous owner with annotation of sale• Notarized Affidavit of Ownership (1 Original Copy and 2 Certified True Copy)• Certification from the City/Municipal Treasurer that the claimant is the sole entity paying the taxes for the property for the past five years (1 Original Copy and 2 Certified True Copy)• Notarized joint Affidavit of two adjoining landowners of Barangay/Local Officials concerned attesting to the ownership of land (1 Original Copy and 2 Certified True Copy)• Such other documents deemed necessary for the auditorial review and in the technical evaluation thereof• If claim for payment or amount of sale exceeds P 50,000.00 (EO No. 1035), certified photocopy of Claimant's Surety/Indemnity Bond issued by any Insurance Company duly accredited by the Insurance Commission (1 Original Copy and 2 Certified True Copy)○ For Payment by Court Decision	<p>LGU Santa Ignacia-Office of the Municipal Treasurer/Executive Building/Ground Floor/Window 6</p>
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<ul style="list-style-type: none"> • 3 Certified photocopy of Court Decision registered with the Register of Deeds where the land is located including all annexes referred to in the court decision • 3 Certified true copy of TCT for registered land, and TD in the name of the previous owner for unregistered land with court decision duly annotated • Certificate of Finality of Decision (1 Original Copy and 2 Certified True Copy) 	
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. General Services Office Employee submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)



	1.5 Forward JEV, DV and supporting documents to	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	TOTAL	None	3Days	



200. Preparation of Disbursement Voucher and Journal Entry Voucher for Road Right-of-Way (ROW)/Real Property-Structure/House

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Simple	
Type of Transaction:	G2G-Government to Government, G2C-Government to Client	
Who may avail:	General Services Officer, Owner	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Approved and Notarized Agreement to Demolish and Remove Improvements (ADRI)/Notarized voluntary undertaking to vacate the project area (1 Original Copy and 2 Certified True Copy)		
2. Sketch plan/drawing of house/structure (1 Original Copy and 2 Certified True Copy)		
3. Notarized landowner's waiver of rights/quitclaim to affected houses/structures or establishments if payment will be made to claimants other than the owner (1 Original Copy and 2 Certified True Copy)		
4. Pictures of the structures before, during and after the demolition (1 Original Copy and 2 Certified True Copy)		
5. Owner's identification (ID), Residence Certificate and Barangay Clearance (3 Certified true copy)		Owner
6. Copy of Computation of Replacement Cost duly approved by implementing Office Director supported with current abstract of canvass of construction materials (1 Original Copy and 2 Certified True Copy)		
7. Certificate of Total Demolition (1 Original Copy and 2 Certified True Copy)		
8. Map showing the location of the structure/house in the project-affected		



area (1 Original Copy and 2 Certified True Copy)				
9. Notarized affidavit of ownership with Waiver of Right/Quitclaim to affected house/structure (1 Original Copy and 2 Certified True Copy)				
10. Copy of master list of Project-Affected-Persons (PAPs) indicating the names of affected house/structure owners approved by authorized personnel (1 Original Copy and 2 Certified True Copy)				
11. Title (TCT/OCT or CLAO/EP) and TD of land where the house/structure is erected (3 Certified True Copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. General Services Office Employee submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)



	1.5 Forward JEV, DV and supporting documents to	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3Days	



201. Preparation of Accountant's Advice for Local Check Disbursements

The Office of the Municipal Accountant prepares Accountant's Advice for Local Check Disbursements to be forwarded to the Landbank of the Philippines-Camiling Branch before releasing of checks.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government, G2B-Government to Business, G2C-Government to Client			
Who may avail:	LGU employees concerned, LGU suppliers/contractors, concerned agencies, Landbank of the Philippines-Camiling Branch			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Signed checks		LGU Santa Ignacia-Office of the Municipal Treasurer/Executive Building/Ground Floor/Window 6		
2. Journal Entry Vouchers and Disbursement Vouchers with completed supporting documents		LGU Santa Ignacia-Office of the Municipal Treasurer/Executive Building/Ground Floor/Window 6		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Office of the Municipal Treasurer forwards the required documents.	1.1 Checks the details written in the logbook and sign as proof of receipt of the documents listed.	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare the Accountant's Advice.	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Check the details of the printed Accountant's Advice and countersign	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Sign the Accountant's Advice	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)



	1.5 Release Accountant's Advice and forward to the bank			<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	TOTAL:	None	1 Day, 4 Hours	



202. Acknowledging of Market Stall Application

The Office of the Municipal Accountant acknowledges Market Stall Application which serves as file of the office.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client			
Who may avail:	Market Stall Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application for Market Stall (1 Original Copy and 2 Certified True Copy)		LGU Santa Ignacia - Economic Enterprise/ Executive Building/Ground Floor/ Window 13		
2. Affidavit of Waiver of Right / Waiver of Rights/ Waiver (1 Original Copy and 2 Certified True Copy)		LGU Santa Ignacia - Economic Enterprise/ Executive Building/Ground Floor/ Window 13		
3. Certificate Occupancy Right Award (1 Original Copy and 2 Certified True Copy)		LGU Santa Ignacia - Economic Enterprise/ Executive Building/Ground Floor/ Window 13		
4. Succession with Transfer of Rights to a Market Stall (1 Original Copy and 2 Certified True Copy)		LGU Santa Ignacia - Economic Enterprise/ Executive Building/Ground Floor/ Window 13		
5. Deed of Absolute Sale (1 Original Copy and 2 Certified True Copy)		LGU Santa Ignacia - Economic Enterprise/ Executive Building/Ground Floor/ Window 13		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements of Market Stall	1.1 Check the completeness of documents	None	1 hour	<i>Accounting Clerk-Office of the Municipal Accountant</i>
	1.2 "Received By" and duly signed.	None	1 hour	<i>Accounting Clerk-Office of the Municipal Accountant</i>
	1.3 Filed Copy	None	1 hour	<i>Accounting Clerk-Office of the Municipal Accountant</i>
	TOTAL:	None	3 hours	



Office of the Municipal Accountant
Internal Services



203. Preparation of Disbursement Voucher and Journal Entry Voucher of Cash Advances-Granting of Cash advances-Payroll Fund for Salaries, Wages, Allowances, Honoraria and Other Similar Expenses

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of account respectively. The rules and regulations on the grant of cash advances are prescribed under COA Circular No. 97-002 dated February 10, 1997 and reiterated in COA Circular No. 2009-002 dated May 18, 2009 and Section 89 of PD No.1445.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Simple	
Type of Transaction:	G2G-Government to Government, G2B-Government To Business,G2C-Government to Client	
Who may avail:	Cash Disbursing Officer, Concerned Recipient	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Authority of the accountable officer indicating the maximum accountability and purpose of cash advance (for initial cash advance)(1 Original Copy and 2 Certified True Copy)	Accountable Officer	
2. Certification that previous cash advances have been liquidated and accounted for in the books(1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-Office of the Municipal Accountant /Executive Building/Ground Floor/Window 2	
3. Approved application for bond and/or Fidelity Bond for the year for cash accountability of P2,000.00 or more(1 Original and 2 Certified True Copy)	Bureau of the Treasury-Tarlac	
4. Approved contracts (for initial payment) (1 Original and 2 Certified True Copy)	LGU Santa Ignacia -Human Resource Management Office Executive Building/Ground Floor/Window 14/Concerned Office/Agency	
5. Approved Payroll or list of payees indicating their net payments (1 Original and 2 Certified True Copy)	LGU Santa Ignacia -Human Resource Management Office/Executive Building/Ground Floor/Window 14/Concerned Office/Agency	



6. Approval/Authority (presidential directive or legislative enactment) or legal basis to pay any allowance/salaries/wages/fringe benefits(1 Original and 2 Certified True Copy)				
7. Daily Time Record (DTR) approved by the Supervisor(1 Original and 2 Certified True Copy)		Concerned Office/Agency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Office of the Municipal Treasurer submit complete documentary requirements	1. Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	2. Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	3. Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	4. Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant) <i>Accounting Clerk</i> (Office of the Municipal Accountant)
	5. Forward JEV, DV and supporting documents to	None	30 minutes	
TOTAL		None	4 Days	



204. Preparation of Disbursement Voucher and Journal Entry Voucher of Cash Advances-Granting of Cash Advances- Petty Cash Fund

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of account respectively. The rules and regulations on the grant of cash advances are prescribed under COA Circular No. 97-002 dated February 10, 1997 and reiterated in COA Circular No. 2009-002 dated May 18, 2009 and Section 89 of PD No.1445.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Simple	
Type of Transaction:	G2G-Government to Government	
Who may avail:	Petty Cash Fund Custodian, LGU regular/casual employees	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Authority of the accountable officer indicating the maximum accountability and purpose of cash advance (for initial cash advance) (1 Original Copy and 2 Certified True Copy)	Accountable Officer
	2. Certification that previous cash advances have been liquidated and accounted for in the books (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-Office of the Municipal Accountant /Executive Building/Ground Floor/Window 2
	3. Approved application for bond and/or Fidelity Bond for the year for cash accountability of P2,000.00 or more (1 Original and 2 Certified True Copy)	Bureau of the Treasury-Tarlac
	4. Approved estimates of petty expenses for one month(1 Original and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office /Executive Building/Ground Floor/Window 12
	5. Policy for maintaining PCF under the imprest system for GOCCs (1 Original and 2 Certified True Copy)	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Office of the Municipal Treasurer submit complete documentary requirements	1. Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	2. Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	3. Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	4. Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	5. Forward JEV, DV and supporting documents to	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



205. Preparation of Disbursement Voucher and Journal Entry Voucher of Cash Advances-Granting of Cash Advance -Field/Activity Current Operating Expenses

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of account respectively. The rules and regulations on the grant of cash advances are prescribed under COA Circular No. 97-002 dated February 10, 1997 and reiterated in COA Circular No. 2009-002 dated May 18, 2009 and Section 89 of PD No.1445.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Simple	
Type of Transaction:	G2G-Government to Government,G2C-Government to Client	
Who may avail:	Cash Disbursing Officer, Concerned LGU Employee, Concerned Claimant	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Authority of the accountable officer indicating the maximum accountability and purpose of cash advance (for initial cash advance)(1 Original Copy and 2 Certified True Copy)	Accountable Officer
	2. Certification that previous cash advances have been liquidated and accounted for in the books (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia-Office of the Municipal Accountant /Executive Building/Ground Floor/Window 2
	3. Approved application for bond and/or Fidelity Bond for the year for cash accountability of P2,000.00 or more (1 Original and 2 Certified True Copy)	Bureau of the Treasury-Tarlac
	4. Approved budget for COE of the agency field office or agency activity in the field (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Municipal Budget Office /Executive Building/Ground Floor/Window 11
	5. Policy for maintaining PCF under the imprest system for GOCCs (3 Certified True Copy)	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Office of the Municipal Treasurer submit complete documentary requirements	1. Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	2. Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	3. Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	4. Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	5. Forward JEV, DV and supporting documents to	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



206. Preparation of Disbursement Voucher and Journal Entry Voucher of Cash Advances-Granting of Cash Advance-Traveling Allowances-Local Travel)

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of account respectively. The rules and regulations on the grant of cash advances are prescribed under COA Circular No. 97-002 dated February 10, 1997 and reiterated in COA Circular No. 2009-002 dated May 18,2009 and Section 89 of PD No.1445.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government-Government			
Who may avail:	Elective and Appointive Officials, Regular and Casual Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Office Order/Travel Order approved in accordance with Section 3 of EO No. 298 (3 Original Copies)		LGU Santa Ignacia-Concerned Office		
2. Duly approved itinerary of travel(3 Original Copies)		LGU Santa Ignacia-Concerned Office		
3. Certification from the Accountant that the previous Cash Advance has been liquidated and accounted for in the books (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-Office of the Municipal Accountant /Executive Building/Ground Floor/Window 2		
4. Letter of Invitation(1 Original and 2 Certified True Copy)		Concerned host/sponsoring agency/organization		
5. Certification that the excess of the accommodation component of the Daily Travel Expenses was absolutely necessary in the performance of his assignment (if any) (3 Original Copies)		LGU Santa Ignacia -Office of the Mayor/Executive Building/ 2 nd Floor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Concerned employee submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Get one copy of each document needed for subsequent liquidation of claimed cash advance.	None	10 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.6 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	20 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



207. Preparation of Disbursement Voucher and Journal Entry Voucher of Cash Advances-Granting of Cash Advance -Traveling Allowances-Foreign Travel

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of account respectively. The rules and regulations on the grant of cash advances are prescribed under COA Circular No. 97-002 dated February 10, 1997 and reiterated in COA Circular No. 2009-002 dated May 18, 2009 and Section 89 of PD No.1445.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Simple	
Type of Transaction:	G2G-Government-Government	
Who may avail:	Elective and Appointive Officials, Regular and Casual Employees	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Office Order/Travel Order approved in accordance with the provisions of Sections 1 and 2 of EO No. 459 dated September 1, 2005.(3 Original Copies) <ul style="list-style-type: none"> o As approved by the Office of the President in case of the following officials: <ul style="list-style-type: none"> - Members of the cabinet and officials of equivalent rank - Heads of GOCCs and GFIs under or attached to the Office of the President - Heads of agencies under or attached to the Office of the President(OP) o As approved by the respective heads of agencies in the case of other government officials and employees regardless of the length of travel: <ul style="list-style-type: none"> - National agencies-Department Secretaries or their equivalents - GOCCs and GFIs attached to the OP- Heads of the GOCCs or GFIs - GOCCs and GFIs not attached to the OP- Department Heads to which they are attached - Provincial Governors and Mayors of highly urbanized cities or independent component cities-Secretary of the Department of the Interior and Local Government - State Universities and Colleges (SUCs)- Chairman of Commission on Higher Education (CHED) in the case of heads of 	<p>Malacañang-Office of the President</p> <p>Concerned Agencies</p>	



the SUCs and respective heads in the case of all other officials and employees				
2. Duly approved itinerary of travel (3 Original Copies)	LGU Santa Ignacia-Concerned Office			
3. Letter of invitation (1 Original and 2 Certified True Copy)	Concerned host/sponsoring country/agency/organization			
4. For plane fare, quotations of three travel agencies or its equivalent (1 Original and 2 Certified True Copy)	Travel Agencies			
5. Flight itinerary (1 Original and 2 Certified True Copy)	Airline/ticketing office/travel agency			
6. United Nations Development Programme (UNDP) rate for the Daily Subsistence Allowance (DSA) for the country of destination for the computation of DSA to be claimed (3 Certified True Copy)				
7. Document to show the dollar to peso exchange rate at the date of grant of cash advance (1 Original and 2 Certified True Copy)				
8. Where applicable, authority from the OP to claim representation expenses (1 Original and 2 Certified True Copy)	Malacañang-Office of the President			
9. In case of seminars/trainings <ul style="list-style-type: none"> o Invitation addressed to the agency inviting participants (issued by the foreign country) (1 Original and 2 Certified True Copy) o Acceptance of the nominees as participants (issued by the foreign country) (1 Original and 2 Certified True Copy) o Programme Agenda and Logistics Information (1 Original and 2 Certified True Copy) 	Concerned host/sponsoring foreign country/agency/organization Concerned host/sponsoring foreign country/agency/organization Concerned host/sponsoring foreign country/agency/organization			
10. Certification from the accountant that the previous cash advance has been liquidated and accounted for in the books (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Office of the Municipal Accountant /Executive Building/Ground Floor/Window 2			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON



	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Concerned Employee submit complete documentary requirements	1. Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	2. Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	3. Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	4. Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	5. Forward JEV, DV and supporting documents to Office of the Municipal Treasurer	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



208. Preparation of Journal Entry Voucher of Liquidation of Cash Advances-Payroll Fund for Salaries, Wages, Allowances, Honoraria and Other Similar Expenses

The Office of the Municipal Accountant liquidates cash advances for payroll fund for salaries, wages, allowances, honoraria and other similar expenses for charging as expense in the books of accounts and liquidates of what is accounted for in the name of the Cash Disbursing Officer. The rules and regulations on the grant of cash advances are prescribed under COA Circular No. 97-002 dated February 10, 1997 and reiterated in COA Circular No. 2009-002 dated May 18, 2009 and Section 89 of PD No.1445.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Simple	
Type of Transaction:	G2G-Government to Government, G2B-Government To Business,G2C-Government to Client	
Who may avail:	Cash Disbursing Officer, Concerned Recipient	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Report of Disbursements certified correct by the accountable officer (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Office of the Municipal Treasurer/Executive Building/Ground Floor/Window 6
	1. Approved payrolls/vouchers duly acknowledged/signed by the payee/s (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Office of the Municipal Treasurer/Executive Building/Ground Floor/Window 1
	2. Approved Daily Time Records (DTRs) or Certificate of Service(1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Human Resource Management Office /Executive Building/Ground Floor/Window 14/Concerned Office/Agency
	3. Approved application for leave (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Human Resource Management Office/ Executive Building/Ground Floor/Window 14
	4. In case of payment of personnel under the "job order" status, duly verified/accepted accomplishment report (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Concerned Office
	5. Official Receipt in case of refund for unclaimed salaries (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Office of the Municipal Treasurer/Executive Building/Ground Floor/Window 1
	6. Authority from the claimant and identification documents, if claimed by person other than the payee (1 Original and 2 Certified True Copy)	Concerned Claimant
	7. Such other pertinent supporting documents as are required by the nature of expense (1 Original and 2 Certified True Copy)	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Office of the Municipal Treasurer Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved Report of Disbursement with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Journal Entry Voucher and sign	None	1 Day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Approve the Journal Entry Voucher.	None	2 hours	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.4 Return JEV & supporting documents to Office of the Municipal Treasurer	None	1 minute	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	2 Days, 2 Hours, 1 Minute	



209. Preparation of Journal Entry Voucher of Liquidation of Cash Advance - Petty Cash Fund

The Office of the Municipal Accountant liquidates cash advances for payroll fund for petty cash fund for charging as expense in the books of accounts and liquidates of what is accounted for in the name of the Petty Cash Custodian. The rules and regulations on the grant of cash advances are prescribed under COA Circular No. 97-002 dated February 10, 1997 and reiterated in COA Circular No. 2009-002 dated May 18, 2009 and Section 89 of PD No.1445.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Simple	
Type of Transaction:	G2G-Government to Government	
Who may avail:	Petty Cash Fund Custodian, LGU regular/casual employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Summary of Petty Cash Vouchers (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Office of the Municipal Treasurer/Executive Building/Ground Floor/Window 6	
2. Report of Disbursements (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Office of the Municipal Treasurer/Executive Building/Ground Floor/Window 6	
3. Petty Cash Replenishment Report (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Office of the Municipal Treasurer/Executive Building/Ground Floor/Window 6	
4. Approved purchase request with certificate of Emergency Purchase, if necessary (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office /Executive Building/Ground Floor/Window 12	
5. Bills, receipts, sales invoices (1 Original and 2 Certified True Copy)	Concerned Suppliers	
6. Certificate of Inspection and Acceptance (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office /Executive Building/Ground Floor/Window 12	
7. Report of Waste Materials in case of replacement/repair (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office /Executive Building/Ground Floor/Window 12	
8. Approved trip ticket, for gasoline expenses (1 Original and 2 Certified True Copy)00	LGU Santa Ignacia-Office of the Municipal Administrator/Executive Building/1 st Floor	
9. Canvass from at least three suppliers for purchases involving P1, 000 and above, except for purchases made while on official travel (1 Original and 2 Certified True Copy)	Concerned Suppliers	
10. Summary/Abstract of Canvass (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office /Executive Building/Ground Floor/Window 12	
11. Petty Cash Vouchers duly accomplished and signed (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Office of the Municipal Treasurer/Executive Building/Ground Floor/Window 6	
12. OR in case of refund (1 Original and 2	LGU Santa Ignacia-Office of the Municipal	



Certified True Copy)		Treasurer/Executive Building/Ground Floor/Window 1		
13. For reimbursement of toll receipts		Toll gate		
<ul style="list-style-type: none"> ○ Toll Receipts (1 Original and 2 Certified True Copy) ○ Trip Tickets (1 Original and 2 Certified True Copy) 		LGU Santa Ignacia-Office of the Municipal Administrator/Executive Building/1 st Floor for trip tickets		
14. Such other documents that may be required and/or required under the company policy depending on the nature of expenses (1 Original and 2 Certified True Copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Office of the Municipal Treasurer Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved Report of Disbursement with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Journal Entry Voucher and sign	None	1 Day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Approve the Journal Entry Voucher.	None	2 hours	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.4 Return JEV & supporting documents to Office of the Municipal Treasurer	None	1 minute	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	2 Days, 2 Hours, 1 Minute	



210. Preparation of Journal Entry Voucher of Liquidation of Cash Advance-Field/Activity Current Operating Expenses

The Office of the Municipal Accountant liquidates cash advances for payroll fund for field/activity current operating expenses for charging as expense in the books of accounts and liquidates of what is accounted for in the name of the Petty Cash Custodian. The rules and regulations on the grant of cash advances are prescribed under COA Circular No. 97-002 dated February 10, 1997 and reiterated in COA Circular No. 2009-002 dated May 18, 2009 and Section 89 of PD No.1445.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Simple	
Type of Transaction:	G2G-Government to Government, G2C-Government to Client	
Who may avail:	Cash Disbursing Officer, Concerned LGU Employee, Concerned Claimant	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<p>1. Same requirements as those for salaries, petty operating expenses, other personal services, and maintenance and other operating expenses depending on the nature of expenses incurred</p> <ul style="list-style-type: none"> ○ For Salaries, Wages, Allowances, Honoraria and Other Similar Expenses <ul style="list-style-type: none"> - Report of Disbursements certified correct by the accountable officer (1 Original and 2 Certified True Copy) - Approved payrolls/vouchers duly acknowledged/signed by the payee/s (1 Original and 2 Certified True Copy) - Approved Daily Time Records (DTRs) or Certificate of Service(1 Original and 2 Certified True Copy) - Approved application for leave (1 Original and 2 Certified True Copy) - In case of payment of personnel under the “job order” status, duly verified/accepted accomplishment report (1 Original and 2 Certified True Copy) - Official Receipt in case of refund for unclaimed salaries (1 Original and 2 Certified True Copy) - Authority from the claimant and identification documents, if claimed by person other than the payee (1 Original and 2 Certified True Copy) 	<p>LGU Santa Ignacia-Office of the Municipal Treasurer/Executive Building/Ground Floor/Window 6</p> <p>LGU Santa Ignacia-Office of the Municipal Treasurer/Executive Building/Ground Floor/Window 1</p> <p>LGU Santa Ignacia-Human Resource Management Office /Executive Building/Ground Floor/Window 14/Concerned Office/Agency</p> <p>LGU Santa Ignacia-Human Resource Management Office/ Executive Building/Ground Floor/Window 14</p> <p>LGU Santa Ignacia-Concerned Office</p> <p>LGU Santa Ignacia-Office of the Municipal Treasurer/Executive Building/Ground Floor/Window 1</p> <p>Concerned Claimant</p>	



<ul style="list-style-type: none"> - Such other pertinent supporting documents as are required by the nature of expense (1 Original and 2 Certified True Copy) <ul style="list-style-type: none"> o For Petty Cash Fund - Summary of Petty Cash Vouchers (1 Original and 2 Certified True Copy) - Report of Disbursements (1 Original and 2 Certified True Copy) - Petty Cash Replenishment Report (1 Original and 2 Certified True Copy) - Approved purchase request with certificate of Emergency Purchase, if necessary (1 Original and 2 Certified True Copy) - Bills, receipts, sales invoices (1 Original and 2 Certified True Copy) - Certificate of Inspection and Acceptance (1 Original and 2 Certified True Copy) - Report of Waste Materials in case of replacement/repair (1 Original and 2 Certified True Copy) - Approved trip ticket, for gasoline expenses (1 Original and 2 Certified True Copy) - Canvass from at least three suppliers for purchases involving P1, 000 and above, except for purchases made while on official travel (1 Original and 2 Certified True Copy) - Summary/Abstract of Canvass (1 Original and 2 Certified True Copy) - Petty Cash Vouchers duly accomplished and signed (1 Original and 2 Certified True Copy) - OR in case of refund (1 Original and 2 Certified True Copy) 15. - For reimbursement of toll receipts <ul style="list-style-type: none"> o Toll Receipts (1 Original and 2 Certified True Copy) Trip Tickets (1 Original and 2 Certified True Copy) - Such other documents that may be 	<p>LGU Santa Ignacia-Office of the Municipal Treasurer/Executive Building/Ground Floor/Window 6</p> <p>LGU Santa Ignacia-Office of the Municipal Treasurer/Executive Building/Ground Floor/Window 6</p> <p>LGU Santa Ignacia-Office of the Municipal Treasurer/Executive Building/Ground Floor/Window 6</p> <p>LGU Santa Ignacia-General Services Office /Executive Building/Ground Floor/Window 12</p> <p>Concerned Suppliers</p> <p>LGU Santa Ignacia-General Services Office /Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-General Services Office /Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-Office of the Municipal Administrator/Executive Building/1st Floor</p> <p>Concerned Suppliers</p> <p>LGU Santa Ignacia-General Services Office /Executive Building/Ground Floor/Window 12</p> <p>LGU Santa Ignacia-Office of the Municipal Treasurer/Executive Building/Ground Floor/Window 6</p> <p>LGU Santa Ignacia-Office of the Municipal Treasurer/Executive Building/Ground Floor/Window 1</p> <p>Toll gate for toll receipts</p> <p>LGU Santa Ignacia-Office of the Municipal Administrator/Executive Building/1st Floor for trip tickets</p>
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required and/or required under the company policy depending on the nature of expenses (1 Original and 2 Certified True Copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Office of the Municipal Treasurer Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved Report of Disbursement with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Journal Entry Voucher and sign	None	1 Day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Approve the Journal Entry Voucher.	None	2 hours	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.4 Return JEV & supporting documents to Office of the Municipal Treasurer	None	1 minute	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	2 Days, 2 Hours, 1 Minute	



211. Preparation of Journal Entry Voucher of Liquidation of Cash Advance - Traveling Expenses-Local Travel

The Office of the Municipal Accountant liquidates cash advances for local traveling expenses for charging as expense in the books of accounts and liquidates of what is accounted for in the name of the concerned employee. The rules and regulations on the grant of cash advances are prescribed under COA Circular No. 97-002 dated February 10, 1997 and reiterated in COA Circular No. 2009-002 dated May 18, 2009 and Section 89 of PD No.1445.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Simple	
Type of Transaction:	G2G-Government to Government	
Who may avail:	Elective and Appointive Officials, Regular and Casual Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Paper/electronic plane, boat or bus tickets, boarding pass, terminal fee (1 Original and 2 Certified True Copy)	Travel Agencies/Airports/Public Utility Vehicles that provide tickets	
2. Certificate of appearance/attendance (1 Original and 2 Certified True Copy)	Concerned host/sponsoring agency/organization	
3. Previously approved itinerary of travel (3 Certified True Copy)	LGU Santa Ignacia-Concerned Office	
4. Revised or supplemental Office Order or any proof supporting the change of schedule (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Concerned Office	
5. Revised Itinerary of Travel, if the previous approved itinerary was not allowed (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Concerned Office	
6. Certification by the Head of the Agency as to the absolute necessity of the expenses together with the corresponding bills or receipts, if the expenses incurred for official travel exceeded the prescribed rate per day (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bills and receipts (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Concerned Office	



7. Liquidation Report (3 Original Copy)	LGU Santa Ignacia-Concerned Office
8. Reimbursement Expense Receipt (RER)(1 Original and 2 Certified True Copy)	
9. OR in case of refund of excess cash advance (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Office of the Municipal Treasurer/Executive Building/Ground Floor/Window 1
10. Certificate of Travel Completed (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Concerned Office
11. Hotel room/lodging bills with official receipts in the case of official travel to places within 50-kilometer radius from the last city or municipality covered by the Metro Manila Area, or the city or municipality where their permanent official station is located in the case of those outside the Metro Manila Area, if the travel allowances being claimed include the hotel room/lodging rate (1 Original and 2 Certified True Copy)	Hotels

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Elective and Appointive Officials, Regular and Casual Employees Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Liquidation Report with "Received By" and duly signed.	None	4 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Return 1 copy of Liquidation Report to liquidating employee.	None	1 minute	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Get the file of processed cash advance.	None	10 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.4 Prepare Journal Entry Voucher	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.5 Approve the Journal Entry Voucher	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.6 File the documents for submission	None	5 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	2 Days, 4 Hours, 16 Minutes	



212. Preparation of Journal Entry Voucher of Liquidation of Cash Advance - Traveling Expenses-Foreign Travel

The Office of the Municipal Accountant liquidates cash advances for foreign traveling expenses for charging as expense in the books of accounts and liquidates of what is accounted for in the name of the concerned employee. The rules and regulations on the grant of cash advances are prescribed under COA Circular No. 97-002 dated February 10, 1997 and reiterated in COA Circular No. 2009-002 dated May 18, 2009 and Section 89 of PD No.1445.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Simple	
Type of Transaction:	G2G-Government-Government	
Who may avail:	Elective and Appointive Officials, Regular and Casual Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Paper/electronic plane, boat or bus tickets, boarding pass, terminal fee (1 Original and 2 Certified True Copy)	Travel Agencies/Airports/Public Utility Vehicles that provide tickets	
2. Certificate of appearance/attendance for training/seminar/participation (1 Original and 2 Certified True Copy)	Concerned host/sponsoring foreign agency/organization	
3. Bills/receipts for non-commutable representation expenses approved by the President under Section 13 of EO No.248 (1 Original and 2 Certified True Copy)		
4. For reimbursement of actual travel expenses in excess of the prescribed rate (EO No. 298): <ul style="list-style-type: none"> o Approval by the President (1 Original and 2 Certified True Copy) o Certification from the Head of Agency that it is absolutely necessary (1 Original and 2 Certified True Copy) o Hotel room bills with official receipts (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bills and receipts) (1 Original and 2 Certified True Copy) 	Malacañang-Office of the President LGU Santa Ignacia-Office of the Municipal Mayor/Executive Building/1st Floor Hotels	
5. Revised Itinerary of Travel, if applicable (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Concerned Office	
6. Narrative Report on trip undertaken/Report on Participation (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Concerned Office	
7. OR in case of refund of excess cash advance (1 Original and 2 Certified True	LGU Santa Ignacia-Office of the Municipal Treasurer/Executive Building/Ground Floor/Window 1	



Copy)				
8. Certificate of Travel Completed (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-Concerned Office		
9. Liquidation Report (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-Concerned Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Elective and Appointive Officials, Regular and Casual Employees Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Liquidation Report with "Received By" and duly signed.	None	4 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Return 1 copy of Liquidation Report to liquidating employee.	None	1 minute	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Get the file of processed cash advance.	None	10 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Prepare Journal Entry Voucher	None	1 Day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.5 Approve the Journal Entry Voucher	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.6 File the documents for submission.	None	5 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	2 Days, 4 Hours, 16 Minutes	



213. Preparation of Disbursement Voucher and Journal Entry Voucher of Fund Transfers to Non-Government Organizations/People's Organizations (NGOs/POs)-Release of Funds

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for release of funds for fund transfer to Non-Government Organizations/People's Organizations provided that earlier fund releases availed by the NGOs/POs have been fully liquidated, allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of account respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2		
Classification:	Simple		
Type of Transaction:	G2C-Government to Client, G2G-Government to Government		
Who may avail:	Non-Government Organizations/People's Organizations, General Services Office		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Approved Summary of Budgetary Requirements detailing the items of expenditure expenditure/disbursement to be incurred in the program/project (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Municipal Budget Office/Executive Building/Ground Floor/Window 11		
2. List of priority projects which may be implemented by the NGO/PO published in the newspaper, agency website, bulletin board and the like (1 Original and 2 Certified True Copy)	Concerned NGO/PO		
3. Accreditation of the NGO/PO by the Bids and Awards Committee (BAC) of the grantee agency (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12		
4. Results of evaluation of financial and technical capability of selected NGO/PO (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12		
5. Performance security for infrastructure project (1 Original and 2 Certified True Copy)	Insurance and Surety Company		
6. NGO/PO proposal or application for funding accompanied by: <ul style="list-style-type: none"> o Certificate of registration from as the case may be (1 Original and 2 Certified True Copy) o Authenticated copy of the latest Articles of Incorporation or Articles of Cooperation as the case may be, 	Securities and Exchange Commission (SEC) or either Cooperative Development Authority (CDA) or Department of Labor and Employment (DOLE)		
	Securities and Exchange Commission (SEC) or either Cooperative Development Authority (CDA)		



<p>showing the original incorporators/organizers and the Secretary's certificate for incumbent officers, together with the Certificate of Filing with the SEC/Certificate of Approval by the CDA (1 Original and 2 Certified True Copy)</p> <ul style="list-style-type: none"> ○ Audited financial reports for the past three years preceding the date of project implementation. For NGO/PO which has been in operation for less than three years, financial reports for the years in operation and proof of previous implementation of similar projects (1 Original and 2 Certified True Copy) ○ Disclosure of other related business, if any (1 Original and 2 Certified True Copy) ○ Work and Financial Plan (WFP) and sources and Details of Proponent's Equity Participation in the Project (1 Original and 2 Certified True Copy) ○ Complete Project Proposal approved/signed by officers (1 Original and 2 Certified True Copy) ○ List and/or photographs of similar projects previously completed, if any, indicating the source of funds for implementation (1 Original and 2 Certified True Copy) ○ Sworn affidavit of the secretary of the NGO/PO that none of its incorporators, organizers, directors, or officers is an agent of or related by consanguinity or affinity up to the fourth civil degree to the official of the agency authorized to process and/or approve proposed MOA, and release funds (1 Original and 2 Certified True Copy) 	<p>or Department of Labor and Employment (DOLE)</p> <p>Concerned Bureau of Internal Revenue-District</p> <p>Concerned NGO/PO</p> <p>Concerned NGO/PO</p> <p>Concerned NGO/PO</p>
<p>7. Document showing that NGO/PO has equity equivalent to 20 percent of the total project cost, which shall be in the form of labor, land for the project site, facilities, equipment and the like, to be used in the project (1 Original and 2 Certified True Copy)</p>	



<p>8. Certification from the accountant that the previous cash advance granted to the NGO/PO has been liquidated, liquidation documents are post-audited and properly taken up in the books (1 Original and 2 Certified True Copy)</p>	<p>LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2</p>
<p>9. Memorandum of Agreement (MOA) incorporating therein the following terms and provisions (1 Original and 2 Certified True Copy):</p> <ul style="list-style-type: none"> ○ Project name, intended beneficiaries, benefits to be delivered, project cost estimates, brief description of project and its site/location; ○ Systems and procedures to implement the project such as , but not limited to, procurement of goods and services by the NGO/PO and their distribution which should be documented and coordinated with the GO's authorized officials and the respective barangays; ○ Time schedules for the releases of funds, periodic inspection/evaluation, reporting, monitoring requirements, date of commencement and date of completion (releases of funds after the initial fund transfer must be output-based, that is, subsequent fund releases must be dependent on 100% delivery of physical status of the project corresponding to the previous funds received by the NGO/PO; ○ Submission of the required periodic financial and physical status report has been submitted ○ Specific period to liquidate the funds granted to NGO/PO with the GO; ○ In case of construction projects like school buildings, housing, and other similar structures, and acquisition of assets like vehicles and equipment, a stipulation of turnover of ownership of the infrastructure or fixed asset (in the procurement of any type of asset out of government funds, the NGO/PO shall conduct simple bidding or canvass to ensure the best terms and quality of 	<p>Concerned NGOs/POs</p>



<p>purchase);</p> <ul style="list-style-type: none"> ○ In case the asset shall be owned by a specific beneficiary, a stipulation that a Deed of Donation shall be executed by the GO after the completion of the project ○ Monitoring and inspection of project implementation and verification of financial records and reports of the NGO/PO by the GO; ○ Visitorial audit by the officials and personnel of the COA Authorized to perform the audit under an approved office order; ○ Institution of legal action by the GO against the defaulting NGO/PO which fails to complete a project covered by the MOA, or for a material violation of the provisions of the MOA or of its Circular, and in any of these cases , its subsequent disqualification from applying for another project in any other GO; ○ In case of the dissolution of the recipient NGO/PO, voluntary or involuntary, the lien of the granting GO on its assets, in accordance with existing laws, to the extent of the unexpended or unutilized portion of the fund; ○ Maintenance by the NGO/PO of a separate savings/current account for each fund received from the GO; and ○ The return by the NGO/PO to the granting GO of any amount not utilized to complete the project, including interest, if any. 	
<p>10. Other relevant requirements under GPPB Resolution No. 12-2007 dated June 29,2007 (1 Original and 2 Certified True Copy)</p>	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. General Services Office Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



214. Preparation of Journal Entry Voucher of Fund Transfers to Non-Government Organizations/People's Organizations (NGOs/POs)-Implementation and Liquidation of Funds Released

The Office of the Municipal Accountant liquidates the funds released for the implemented project of Non-Government Organizations/People's Organizations (NGOs/POs) provided it is in compliance with Section 6 of COA Circular No. 2007-001 dated October 25, 2007.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2
Classification:	Simple
Type of Transaction:	G2C-Government to Client, G2G-Government to Government
Who may avail:	Non-Government Organizations(NGOs)/People's Organization (POs),General Services Office
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Final fund utilization report, indicating the summary of expenses and the status report of accomplishments, certified by the accountant, approved by the President/Chairman of the NGO/PO and verified by the internal auditor or equivalent official of the GO (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2
2. Pictures of implemented projects signed by the inspector of GO (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3
3. Inspection report and certificate of project completion issued by the GO authorized representative (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3
4. List of beneficiaries with their signatures signifying their acceptance/acknowledgement of the project/funds/goods/services received (1 Original and 2 Certified True Copy)	Concerned beneficiaries
Proof of verification by the GO official of the validity of the documents submitted by the NGO/PO (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12



5. OR issued by the granting GO acknowledging return by the NGO/PO of any unutilized/excess amount of cash advance, including interest, if any (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Office of the Municipal Treasurer/Executive Building/Ground Floor/Window 1			
6. List of equipment /vehicles procured by the NGO/PO out of the project funds indicating its brief description, date acquired, acquisition cost and final disposition (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Concerned Office			
7. Warranty of procurement of equipment and projects (1 Original and 2 Certified True Copy)				
8. In case of dissolution of the recipient NGO/PO, in addition to the OR acknowledging return of unutilized amount, copy of the vouchers paid by the NGO/PO (1 Original and 2 Certified True Copy)				
9. Liquidation Report (1 Original and 2 Certified True Copy)	Concerned NGOs/POs			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. General Services Office Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	NoNe	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



215. Preparation of Disbursement Voucher and Journal Entry Voucher of Fund Transfers to Non-Government Organizations/People's Organizations (NGOs/POs)-Staggered Release of Funds to NGO/PO

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for staggered release of funds for fund transfer to Non-Government Organizations/People's Organizations provided that earlier fund releases availed by the NGOs/POs have been fully liquidated, allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of account respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government, G2C-Government to Client			
Who may avail:	Non-Government Organizations (NGOs)/People's Organization(POs), General Services Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly approved Schedule of Fund Release to NGO/PO (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-Office of the Municipal Treasurer/Executive Building/Ground Floor/Window 1		
2. Interim Fund Utilization Report on the previous release certified by the NGO/POs Accountant, approved by its President/Chairman and verified by the internal auditor or equivalent official of the GO showing a summary of expenses and a status report of accomplishment evidenced by pictures(1 Original and 2 Certified True Copy)		Concerned NGOs/POs		
3. List of beneficiaries of previous releases with their signatories signifying their acceptance/acknowledgment of the project funds/goods/services (1 Original and 2 Certified True Copy)		Concerned beneficiaries		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. General Services Office Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	TOTAL	None	3 Days	



216. Preparation of Disbursement Voucher and Journal Entry Voucher of Fund Transfers-Transfer of Funds to Implementing Agencies-Transfer-for Source Agency

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for fund transfer to implementing agencies provided that fund transfers should be properly taken up in the books of both agencies, used only for the purpose intended, properly accounted and reported (COA Circular No. 94-013 dated December 13, 1994).

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Simple	
Type of Transaction:	G2G-Government to Government	
Who may avail:	Implementing Agencies, General Services Office	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Copy of MOA/Trust Agreement (1 Original and 2 Certified True Copy)		
2. Copy of Approved Program of Work (for infrastructure project) (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3
3. Approved Project Expenditures or Estimated Expenses indicating the project objective and expected output (for other projects) (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-Office of the Municipal Engineer/Executive Building/Ground Floor/Window 3
4. For GOCCs, Board Resolution ratifying the MOA in case of transfers not incorporated in the Corporate Operating Budget and/or beyond the signing authority of the Agency Head (1 Original and 2 Certified True Copy)		Concerned GOCCs
5. For Local Government Units (LGUs), as clarified under COA Memorandum No. 2010-014 dated April 22, 2010, authorization by local Sanggunian for the Local Chief Executive to enter into contract in case of the following (1 Original and 2 Certified True Copy):		LGU Santa Ignacia-Sangguniang Bayan/Legislative Building/2 nd Floor
<ul style="list-style-type: none"> ○ In the case of a reenacted budget: - For new contracts entered into by the local chief executive for contractual obligations included in the previous year's annual and supplemental budget ○ In the case of the regularly enacted budget: - For projects described in generic terms, 		



<p>such as infrastructure projects, inter-municipal waterworks, drainage and sewerage, flood control, irrigation system projects, reclamation projects, or roads and bridges</p> <p>- For purchase of goods and services which are neither specified nor encompassed within the regular personal services and maintenance operating expenses</p>				
<p>6. Certification by the Accountant that funds previously transferred to the Implementing Agency (IA) has been liquidated, post audited and accounted for in the books (1 Original and 2 Certified True Copy)</p>		<p>LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2</p>		
<p>7. Copy of the OR issued by the IA to the Source Agency acknowledging receipt of funds transferred (for post-audit activities) (1 Original and 2 Certified True Copy)</p>		<p>Implementing Agency</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. General Services Office Submit complete documentary requirements</p>	<p>1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.</p>	<p>None</p>	<p>1 day</p>	<p><i>Accounting Clerk</i> (Office of the Municipal Accountant)</p>



	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	TOTAL	None	3 Days	



217. Preparation of Disbursement Voucher and Journal Entry Voucher of Fund Transfers-Transfer of Funds to Implementing Agencies-Implementation and Liquidation-for Implementing Agency

The Office of the Municipal Accountant prepares Journal Entry Voucher for implementing agency to liquidate transferred fund.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	Implementing Agencies, General Services Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Necessary supporting documents depending on the nature of transactions (1 Original and 2 Certified True Copy)				
2. Copy of MOA/Trust Agreement (1 Original and 2 Certified True Copy)				
3. Copy of OR upon receipt of funds transferred (1 Original and 2 Certified True Copy)				
4. Copy of OR issued by the Source Agency evidencing refund of unexpended/unutilized balance of fund transfer (1 Original and 2 Certified True Copy)		Source Agency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. General Services Office Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	TOTAL	None	3 Days	



218. Preparation of Journal Entry Voucher of Fund Transfers-Transfer of Funds to Implementing Agencies- Liquidation-for Source Agency

The Office of the Municipal Accountant prepares Journal Entry Voucher for source agency to liquidate transferred fund.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	Source Agency			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Report of Checks Issued and Report of Disbursements certified correct by the Accountant, approved by the Head of the IA, and duly audited by the Auditor of the IA (1 Original and 2 Certified True Copy)		Implementing Agency-Office of Municipal Accountant and Commission on Audit		
2. Copy of Credit Notice issued by the Auditor of the IA(1 Original and 2 Certified True Copy)		Implementing Agency- Commission on Audit		
3. Copy of OR issued for the refund of unexpended/unutilized balance of fund transferred (1 Original and 2 Certified True Copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. General Services Office Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	TOTAL	None	3 Days	



219. Preparation of Journal Entry Voucher for Fund Transfer-From Trust Fund to the General Fund for unspent balance/excess amount

The Office of the Municipal Accountant prepares Journal Entry Voucher for transfer of fund from Trust Fund to General Fund for unspent balance/excess to be recognized and recorded as asset in the books of accounts.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	Local Government Unit			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Report of Receipt, Disbursement and Fund Balance certified by Accountant (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2		
2. Contract, which may be a MOA, Trust Agreement or Memorandum of Understanding governing the utilization of funds and disposition of any balance thereof after completion of the purpose of the funds transferred (1 Original and 2 Certified True Copy)				
3. Letter of IA to Source Agency to transfer the unexpended balance to the General Fund duly approved by the Source Agency, if the disposition thereof has not been provided in the MOA, Trust Agreement or Memorandum of Understanding (1 Original and 2 Certified True Copy)		Implementing Agency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. General Services Office Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal AccountantT
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



220. Preparation of Disbursement Voucher and Journal Entry Voucher for Salary-Individual Claims-First Salary

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Simple	
Type of Transaction:	G2G-Government to Government	
Who may avail:	LGU Government Officials and personnel	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.	Duly approved Appointment (3 Certified True Copy)	LGU Santa Ignacia-Human and Resource Management Office/Executive Building/Ground Floor/Window 14
2.	Assignment Order, if applicable (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Human and Resource Management Office/Executive Building/Ground Floor/Window 14
3.	Oath of Office (3 Certified True Copy)	LGU Santa Ignacia-Human and Resource Management Office/Executive Building/Ground Floor/Window 14
4.	Certificate of Assumption (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Human and Resource Management Office/Executive Building/Ground Floor/Window 14
5.	Statement of Assets, Liabilities and Net Worth (1 Original and 2 Certified True Copy)	Concerned LGU Government Officials/personnel
6.	Approved DTR (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Human and Resource Management Office/Executive Building/Ground Floor/Window 14
7.	Bureau of Internal Revenue (BIR) withholding certificates (Forms 1902 and 2305) (1 Original and 2 Certified True Copy)	Bureau of Internal Revenue District
8.	Payroll Information on New Employee (PINE) (for agencies with computerized payroll systems (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Human and Resource Management Office/Executive Building/Ground Floor/Window 14
9.	Authority from the claimant and identification documents, if claimed by person other than payee (1 Original and 2 Certified True Copy)	Concerned LGU Government Officials/personnel
	Additional Requirements for transferees (from one government office to another)	
1.	Clearance from money, property and legal	LGU Santa Ignacia-General Services



<p>accountabilities from the previous office (1 Original and 2 Certified True Copy)</p>		<p>Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14 LGU Santa Ignacia-Municipal Library/Legislative Building/Ground Floor LGU Santa Ignacia-Office of the Municipal Treasurer/Executive Building/Ground Floor/Window 6 LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2</p>			
<p>2. Certified True Copy of pre-audited disbursement voucher of last salary from previous agency and/or Certification by the Chief Accountant of last salary received from previous office duly verified by the assigned auditor thereat (1 Original and 2 Certified True Copy)</p>		<p>LGU Santa Ignacia-Commission on Audit/Executive Building/Ground Floor/Window 8 LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2</p>			
<p>3. BIR Form 2316 (Certificate of Compensation Payment/Tax Withheld) (1 Original and 2 Certified True Copy)</p>		<p>Bureau of Internal Revenue District</p>			
<p>4. Certificate of Available Leave Credits (1 Original and 2 Certified True Copy)</p>		<p>LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14</p>			
<p>5. Service Record (1 Original and 2 Certified True Copy)</p>		<p>LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14</p>			
CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Municipal Budget Office/Concerned Employee Submit complete documentary requirements</p>	<p>1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.</p>	<p>None</p>	<p>1 day</p>	<p><i>Accounting Clerk</i> (Office of the Municipal Accountant)</p>	
	<p>1.2 Prepare Disbursement and Journal Entry Voucher</p>	<p>None</p>	<p>5 hours,30 minutes</p>	<p><i>Accounting Clerk</i> (Office of the Municipal Accountant)</p>	
	<p>1.3 Log the prepared DV and JEV</p>	<p>None</p>	<p>2 hours</p>	<p><i>Accounting Clerk</i> (Office of the Municipal Accountant)</p>	



	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 days	



221. Preparation of Disbursement Voucher and Journal Entry Voucher for Salary-Individual Claims-Salary (if deleted from the payroll)

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	LGU Government Officials and personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved DTR (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14		
2. Notice of Assumption (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14		
3. Approved application for Leave, Clearances, and Medical Certificate, if on sick leave for five days or more (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14 LGU Santa Ignacia-Rural Health Unit		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Municipal Budget Office/Concerned Employee Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	TOTAL	None	3 Days	



222. Preparation of Disbursement Voucher and Journal Entry Voucher for Salary-Individual Claims-Salary of Casual/Contractual Personnel

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2		
Classification:	Simple		
Type of Transaction:	G2G-Government to Government		
Who may avail:	LGU Casual/Contractual Personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Certified True Copy of the pertinent contract/appointment/job order (for accredited agencies by the CSC (for first claim)) (3 Certified True Copy)	LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14		
2. Copy of the ROPA of the pertinent contract/appointment/marked received by the CSC (for accredited agencies by the CSC (for first claim)) (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14		
3. True Copy of pertinent contract/appointment/job order marked received by the CSC (for the Agencies (for first claim)) (3 Certified True Copy)	LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14		
4. Certification by the Local Chief Executive (LCE), in case of LGU's, that the employment/hiring is still within the Personal Services (PS) limitation prescribed under Section 325(a) of RA No. 7160 (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Office of the Mayor/Executive Building/1st Floor		
5. Certification by the LCE/Personnel Officer that the activities/services cannot be provided by regular or permanent personnel of the agency (for first claim) (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Office of the Mayor/Executive Building/1st Floor or LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14		
6. Accomplishment report (1 Original and 2 Certified True Copy)	Concerned Casual/Contractual Personnel		
7. Approved DTR (1 Original and 2 Certified True Copy)	Concerned Casual/Contractual Personnel		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Municipal Budget Office/Concerned Employee Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



223. Preparation of Disbursement Voucher and Journal Entry Voucher for Salary-Individual Claims-Salary Differentials due to Promotion and/or Step Increment

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	LGU Government Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certified True Copy of approved appointment in case of promotion or Notice of Salary Adjustment in case of step increment/salary increase (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14		
2. Certificate of Assumption (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14		
3. Approved DTR or certification that the employee has not incurred leave without pay (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14		
4. Certification by the LCE, in case of LGU's, that the promotion/step increment is still within the PS limitation prescribed under Section 325(a) of RA No. 7160 (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-Office of the Mayor/Executive Building/1st Floor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Municipal Budget Office/Concerned Employee Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours, 30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



224. Preparation of Disbursement Voucher and Journal Entry Voucher for Salary-Individual Claims-Last Salary

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	LGU Government Officials or Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Clearance from money, property and legal accountabilities (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14 LGU Santa Ignacia-Municipal Library/Legislative Building/Ground Floor LGU Santa Ignacia-Office of the Municipal Treasurer/Executive Building/Ground Floor/Window 6 LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2		
2. Approved DTR (1 Original and 2 Certified True Copy)		Concerned employee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Municipal Budget Office/Concerned Employee Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



225. Preparation of Disbursement Voucher and Journal Entry Voucher for Salary-Individual Claims-Salary due to heirs of deceased employee

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Simple	
Type of Transaction:	G2G-Government to Government	
Who may avail:	Heirs of deceased employee	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Clearance from money, property and legal accountabilities (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12 LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14 LGU Santa Ignacia-Municipal Library/Legislative Building/Ground Floor LGU Santa Ignacia-Office of the Municipal Treasurer/Executive Building/Ground Floor/Window 6 LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2	
2. Approved DTR (1 Original and 2 Certified True Copy)	Concerned employee	
3. Death certificate authenticated by Philippine Statistics Authority (PSA) (additional requirements) (1 Original and 2 Certified True Copy)	Philippine Statistics Authority	
4. Marriage Contract authenticated by Philippine Statistics Authority (PSA), if applicable (1 Original and 2 Certified True Copy)	Philippine Statistics Authority	
5. Birth Certificates of surviving legal heirs authenticated by Philippine Statistics Authority (1 Original and 2 Certified True Copy)	Philippine Statistics Authority	
6. Designation of next-of-kin (1 Original and 2 Certified True Copy)	Heirs of deceased employee	
7. Waiver of right of children 18 years old and above (1 Original and 2 Certified True Copy)	Heirs of deceased employee	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Municipal Budget Office/Concerned Employee Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



226. Preparation of Disbursement Voucher and Journal Entry Voucher-Salary-Individual Claims-Maternity Leave

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Simple	
Type of Transaction:	Government to Government	
Who may avail:	Concerned LGU Government Officials or Employee	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.	Certified True Copy of approved application for leave (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14
2.	Certified True Copy of maternity leave clearance (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14
3.	Medical certificate of maternity leave (1 Original and 2 Certified True Copy)	Concerned hospital
4.	Medical certificate that the employee is physically fit to work (additional requirements for Unused Maternity Leave (upon assumption before the expiration of the 60-day maternity leave)) (1 Original and 2 Certified True Copy)	Concerned hospital
5.	Certificate of assumption (additional requirements for Unused Maternity Leave (upon assumption before the expiration of the 60-day maternity leave)) (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14
6.	Approved DTR (additional requirements for Unused Maternity Leave (upon assumption before the expiration of the 60-day maternity leave)) (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Municipal Budget Office/Concerned Employee Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



227. Preparation of Disbursement Voucher and Journal Entry Voucher Salary-General Claims through the Automated Teller Machine (ATM)

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payment provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	LGU Government Officials or employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Salary Payroll (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14		
2. Payroll register (hard and soft copy) (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14		
3. Letter to the Bank to credit employees' account of their salaries and other claims (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14		
4. Validated deposit slips (1 Original and 2 Certified True Copy)		Landbank of the Philippines Camiling Branch		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Human Resource Management Office/Concerned Employee Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	3 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



228. Preparation of Disbursement Voucher and Journal Entry Voucher for Allowances, Honoraria and Other Forms of Compensation- Personal Economic Relief Allowance (PERA)

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	LGU Government Officials or employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Same requirements as those for payment of salaries-individual claims(1 Original and 2 Certified True Copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Municipal Budget Office/Concerned Employee Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



229. Preparation of Disbursement Voucher and Journal Entry Voucher for Allowances, Honoraria and Other Forms of Compensation-Representation and Transportation Allowance (RATA)

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Simple	
Type of Transaction:	G2G-Government to Government	
Who may avail:	LGU Government Officials and Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Individual Claims:		
1. Copy of office Order/Appointment (1 st payment (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14	
2. Certificate of Assumption (1 st payment (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14	
3. Certification that the official/employee did not use government vehicle and is not assigned any government vehicle (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Office of the Municipal Administrator/Executive Building/1st Floor	
4. Certificate/evidence of service rendered or approved DTR (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14	
5. Certification by the LCE, in case of LGU's, that the revised RATA rates is still within the PS limitation prescribed under section 325(a) of RA No.7190 (for initial claim (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Office of the Mayor/Executive Building/1st Floor	
For General Claims		
1. RATA Payroll (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14	
2. Payroll register (hard and soft copy) (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14	
3. Letter to the Bank to credit employees' account of their RATA claims, if applicable (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14	
4. Validated deposit slip, if applicable (1 Original and 2 Certified True Copy)	Landbank of the Philippines Camiling Branch	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Municipal Budget Office/Concerned Employee Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



230. Preparation of Disbursement Voucher and Journal Entry Voucher for Allowances, Honoraria, and Other Forms of Compensation-Clothing/Uniform Allowance

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	LGU Government Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Individual Claims:				
1. Certified True Copy of approved appointment of new employees (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14		
2. Certificate of Assumption of new employees-for individual claims 2 Certified True Copy)		LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14		
3. Certificate of non-payment from previous agency, for transferees (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14		
For General Claims:				
1. Clothing/uniform allowance payroll (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14		
2. Payroll register (General Claims (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14		
3. Letter to the Bank to credit employees' account of their General Claims (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14		
4. Validated deposit slip (1 Original and 2 Certified True Copy)		Landbank of the Philippines Camiling Branch		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Municipal Budget Office/Concerned Employee Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	TOTAL	None	3 Days	



231. Preparation of Disbursement Voucher and Journal Entry Voucher for Allowances, Honoraria, and Other Forms of Compensation-Subsistence, Laundry and Quarters Allowances

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	LGU Government Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Subsistence and Laundry Allowance:				
a. Public health workers (PHWs) and selected other sectors are allowed under existing rules and regulations to receive laundry and subsistence allowances.				
Quarters Allowance				
1. Payroll of personnel entitled to claim subsistence, laundry and quarters allowance (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14		
2. Approved DTR (1 Original and 2 Certified True Copy)		Concerned employee		
3. Authority to collect (for initial claim) (1 Original and 2 Certified True Copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Municipal Budget Office/Concerned Employee Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



232. Preparation of Disbursement Voucher and Journal Entry Voucher for Allowances, Honoraria, and Other Forms of Compensation -Productivity Incentive Allowance (PIB)

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Simple	
Type of Transaction:	G2G-Government to Government	
Who may avail:	LGU Government Officials and Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Individual Claims:		
1. Certification that the performance ratings for the two semesters given to the personnel of the concerned division/office is at least satisfactory (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14	
2. Certification from the Legal Office that the employee has no administrative charge (1 Original and 2 Certified True Copy)	Legal Office	
For General Claims:		
1. PIB payroll (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14	
2. List of personnel who were suspended either preventively or as a penalty as a result of an administrative charge within the year for which PIB is paid, regardless of the duration (except if the penalty meted out is only a reprimand) (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14	
3. List of personnel dismissed within the year- for General Claims (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14	
4. List of personnel on Absent Without Official Leave (AWOL (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14	
5. Certification that the performance ratings for the two semesters given to the personnel of the concerned division/office is at least satisfactory (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14	
6. Payroll register (hard and soft copy (1	LGU Santa Ignacia-Human Resource Management	



Original and 2 Certified True Copy)	Office/Executive Building/Ground Floor/Window 14
7. Letter to the Bank to credit employees' account of their PIB claims (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14
8. Validated deposit slip (1 Original and 2 Certified True Copy)	Landbank of the Philippines Camiling Branch

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Municipal Budget Office/Concerned Employee Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours, 30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)



	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



233. Preparation of Disbursement Voucher and Journal Entry Voucher for Allowances, Honoraria, and Other Forms of Compensation - Special Counsel Allowance

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	LGU Government Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Office Order/Designation/Letter of the OSG deputizing the claimant to appear in court as special counsel (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14		
2. Certificate of Appearance issued by the Office of the Clerk of the Court (1 Original and 2 Certified True Copy)		Concerned Court		
3. Certification that the cases to be attended by the lawyer personnel are directly related to the nature/function of the particular office represented (1 Original and 2 Certified True Copy)				
4. Certification issued by the concerned lawyer and the agency accountant that the amount being claimed is still within the limitation under the GAAP of 4,000 pesos per month (1 Original and 2 Certified True Copy)		Concerned lawyer LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Municipal Budget Office/Concerned Employee Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	TOTAL	None	3 Days	



234. Preparation of Disbursement Voucher and Journal Entry Voucher for Allowances, Honoraria, and Other Forms of Compensation - Honoraria-Government Personnel involved in Government Procurement

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	LGU Government Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Office order creating and designating the BAC composition and authorizing the members to collect honoraria (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14		
2. Minutes of BAC meeting (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12		
3. Notice of award to the winning bidder of procurement activity being claimed (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12		
4. Certification that the procurement involves competitive bidding (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12		
5. Attendance sheet listing names of attendees to the BAC meeting (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Municipal Budget Office/Concerned Employee Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours, 30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	TOTAL	None	3 Days	



235. Preparation of Disbursement Voucher and Journal Entry Voucher for Allowances, Honoraria, and Other Forms of Compensation - Honoraria-Teaching Personnel (Department of Education (DepEd), TESDA, SUCs and other educational institutions)

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	Teaching Personnel, TESDA, SUCs and other Educational Institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certification from the Registrar/Dean of College that the load is in excess of the regular load or outside the regular office hours (1 Original and 2 Certified True Copy)		Concerned Registrar/Dean		
2. Schedule of classes indicating the designated teaching personnel (1 Original and 2 Certified True Copy)		Concerned School		
3. Certificate of actual conduct of classes and/or Accomplishment Report (1 Original and 2 Certified True Copy)		Concerned School		
4. Approved DTR/Service Report (1 Original and 2 Certified True Copy)		Concerned Teaching Personnel, TESDA, SUCs and other Educational Institutions		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Municipal Budget Office/Concerned Employee Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



236. Preparation of Disbursement Voucher and Journal Entry Voucher for Allowances, Honoraria, and Other Forms of Compensation - Honoraria - Governing Boards of Collegial Bodies

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	LGU Governing Boards of Collegial Bodies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Appointment/designation as member of the Board (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14		
2. Certification that the claimant is not an appointee to a regular position in the governing board of the collegial body who receives salaries, regular allowances and other benefits (1 Original and 2 Certified True Copy)		Concerned claimant		
3. Minutes of meeting and Attendance sheet as certified by the Board Secretary (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Municipal Budget Office/Concerned Employee Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



237. Preparation of Disbursement Voucher and Journal Entry Voucher for Allowances, Honoraria, and Other Forms of Compensation - Honoraria-Lecturer/Coordinator)

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Lecturer/Coordinator			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Office order (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14		
2. Coordinator's report on lecturer's schedule (1 Original and 2 Certified True Copy)		Concerned Lecturer/Coordinator		
3. Course syllabus/program of Lectures (1 Original and 2 Certified True Copy)		Concerned Lecturer/Coordinator		
4. Duly approved DTR in case of claims by the coordinator and facilitator (1 Original and 2 Certified True Copy)		Concerned Lecturer/Coordinator		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Municipal Budget Office/Concerned Employee Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



238. Preparation of Disbursement Voucher and Journal Entry Voucher for Allowances, Honoraria, and Other Forms of Compensation - Honoraria- Special Projects

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Simple	
Type of Transaction:	G2G-Government to Government	
Who may avail:	LGU Government Officials or employees assigned to special projects	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Performance evaluation plan formulated by project management used as basis for rating the performance of members (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14	
2. Office order designating members of the special project (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14	
3. Terms of reference (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14	
4. Certificate of completion of project deliverables (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14	
5. Special project plan (1 Original and 2 Certified True Copy)		
6. Authority to collect honoraria (1 Original and 2 Certified True Copy)		
7. Certificate of acceptance by the agency head of the deliverables per project component (1 Original and 2 Certified True Copy)	LGU Santa Ignacia-Office of the Mayor/Executive Building/1st Floor	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Municipal Budget Office/Concerned Employee Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



239. Preparation of Disbursement Voucher and Journal Entry Voucher for Allowances, Honoraria, and Other Forms of Compensation-Science and Technological Activities

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	LGU Government Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Office order (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14		
2. Plan/program of Activities (1 Original and 2 Certified True Copy)				
3. Accomplishment report/certificate of completion of programmed activities (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-Human Resource Management Office/Executive Building/Ground Floor/Window 14		
4. Authority to collect honoraria (1 Original and 2 Certified True Copy)				
5. Certificate of acceptance by the Agency Head of the deliverables/project output (1 Original and 2 Certified True Copy)		LGU Santa Ignacia-Office of the Mayor/Executive Building/1st Floor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Municipal Budget Office/Concerned Employee Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



240. Preparation of Disbursement Voucher and Journal Entry Voucher for Allowances, Honoraria, and Other Forms of Compensation- Hazard Duty Pay

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Simple	
Type of Transaction:	G2G-Government to Government	
Who may avail:	LDRRMO	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.	Certification by the Secretary of the Department of Science and Technology (DOST)/Department of Health (DOH)/Department of National Defense (DND)/Director of the Philippines Institute of Volcanology and Seismology that the place of assignment/travel is a strife-torn/embattled/disease infested/distresses or isolated areas/stations, or areas declared under state of calamity or emergency, or with volcanic activity and/or eruption. (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia - Office of LDRRMO/Executive Building/Ground Floor/Window 9
2.	Duly accomplished time record of employees or travel report. (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia - Office of LDRRMO/Executive Building/Ground Floor/Window 9
3.	Special order from the agency/department head covering the assignment to hazardous/difficult areas. (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia - Office of LDRRMO/Executive Building/Ground Floor/Window 9
4.	Approved DTR/Service Report. (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia - Office of LDRRMO/Executive Building/Ground Floor/Window 9



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Municipal Budget Office/Concerned Employee Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



241. Preparation of Disbursement Voucher and Journal Entry Voucher for Allowances, Honoraria, and Other Forms of Compensation-Longevity Pay

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	LGU Government employees, HRMO			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Service Record (1 Original Copy and 2 Certified True Copy)		LGU Santa Ignacia – Human Resource Management Office Executive Building/Ground Floor/Window 14		
2. Certification issued by the personnel Officer that the claimant has not incurred more than 15 days of vacation leave without pay (1 Original Copy and 2 Certified True Copy)		LGU Santa Ignacia – Human Resource Management Office Executive Building/Ground Floor/Window 14		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Municipal Budget Office/Concerned Employee Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with “Received By” and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



242. Preparation of Disbursement Voucher and Journal Entry Voucher for Allowances, Honoraria, and Other Forms of Compensation- Overtime Pay

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	HRMO, LGU rank and file employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Overtime authority stating the necessity and urgency of the work to be done, and the duration of overtime work (1 Original Copy and 2 Certified True Copy)		LGU Santa Ignacia – Human Resource Management Office Executive Building/Ground Floor/Window 14		
2. Overtime work program (1 Original Copy and 2 Certified True Copy)		LGU Santa Ignacia – Human Resource Management Office Executive Building/Ground Floor/Window 14		
3. Quantified Overtime accomplishment duly signed by the employee and supervisor (1 Original Copy and 2 Certified True Copy)		LGU Santa Ignacia – Human Resource Management Office Executive Building/Ground Floor/Window 14		
4. Certificate of service or duly approved DTR (1 Original Copy and 2 Certified True Copy)		LGU Santa Ignacia – Human Resource Management Office Executive Building/Ground Floor/Window 14		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Municipal Budget Office/Concerned Employee Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with “Received By” and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



243. Preparation of Disbursement Voucher and Journal Entry Voucher for Allowances, Honoraria, and Other Forms of Compensation- Year-End Bonus (YEB) and Cash Gift (CG)

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Simple	
Type of Transaction:	G2G-Government to Government	
Who may avail:	HRMO, Government Officials and employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For individual Claims:		
1. Clearance from money, property and legal accountabilities (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia – Human Resource Management Office Executive Building/Ground Floor/Window 14	
2. Certification from head of Office that the employee is qualified to receive the YEB and CG benefits pursuant to DBM Budget Circular No. 2003-2 dated May 9, 2003 (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia – Human Resource Management Office Executive Building/Ground Floor/Window 14	
For general claims:		
1. YEB and CG Payroll (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia – Human Resource Management Office Executive Building/Ground Floor/Window 14	
2. Payroll Register (Hard and Soft Copy) (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia – Human Resource Management Office Executive Building/Ground Floor/Window 14	
3. Letter to the Bank to Credit employees account of their YEB and CG Claims (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia – Human Resource Management Office Executive Building/Ground Floor/Window 14	
4. Deposit slips (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia – Human Resource Management Office Executive Building/Ground Floor/Window 14	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Municipal Budget Office/Concerned Employee Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



244. Preparation of Disbursement Voucher and Journal Entry Voucher for Allowances, Honoraria, and Other Forms of Compensation- Retirement Benefits

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Simple	
Type of Transaction:	G2G-Government to Government	
Who may avail:	HRMO, LGU Government Officials and employees	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.	Updated Service record indicating the number of days on leave without pay and/or certification issued by the Human Resource Office (HRO) that the retiree did not incur any leave of absence without pay (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia – Human Resource Management Office Executive Building/Ground Floor/Window 14
2.	Retirement application (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia – Human Resource Management Office Executive Building/Ground Floor/Window 14
3.	Office clearance from money/property accountability & administrative/criminal liability (1 Original Copy and 2 Certified True Copy)	Concerned Employee
4.	Statement of assets and liabilities (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia – Human Resource Management Office Executive Building/Ground Floor/Window 14
5.	Retirement Gratuity Computation (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia – Human Resource Management Office Executive Building/Ground Floor/Window 14
6.	Affidavit of undertaking for authority to deduct accountabilities (1 Original Copy and 2 Certified True Copy)	Concerned Employee
7.	Affidavit of Applicant that there is no pending criminal investigation or prosecution against him/her (Anti-Graft RA No. 3019) (1 Original Copy and 2 Certified True Copy)	Concerned Employee
	Additional requirement in case of resignation:	
1.	Employee's letter of resignation duly accepted by the Agency (1 Original Copy and 2 Certified True Copy)	Concerned Employee



Additional requirements in case of death of claimant:				
1. Death certificate authenticated by Philippine Statistics Authority (PSA) (1 Original Copy and 2 Certified True Copy)		Concerned Employee		
2. Marriage contract authenticated by Philippine Statistics Authority (PSA) (1 Original Copy and 2 Certified True Copy)		Concerned Employee		
3. Birth certificates of all surviving legal heirs authenticated by Philippine Statistics Authority (PSA) (1 Original Copy and 2 Certified True Copy)		Concerned Employee		
4. Designation of next-of-kin (1 Original Copy and 2 Certified True Copy)		Concerned Employee		
5. Waiver of Rights of children 18 years old and above (1 Original Copy and 2 Certified True Copy)		Concerned Employee		
6. Affidavit of two illegitimate children (if any), natural, adopted or children of prior marriage (1 Original Copy and 2 Certified True Copy)		Concerned Employee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Municipal Budget Office/Concerned Employee Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



245. Preparation of Disbursement Voucher and Journal Entry Voucher for Allowances, Honoraria, and Other Forms of Compensation- Terminal Leave Benefits

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Simple	
Type of Transaction:	G2G-Government to Government	
Who may avail:	HRMO, LGU Government Officials and employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Clearance from money, property and legal accountability from the Central Office and from Regional Office of last assignment (1 Original Copy and 2 Certified True Copy)	Concerned Employee	
2. Employees leave card as at last date of service duly audited by the Personnel Division and COA /Certified of leave credits issued by the Admin/Human Resource Management Office (HRMO) (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia – Human Resource Management Office Executive Building/Ground Floor/Window 14	
3. Approved leave application (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia – Human Resource Management Office Executive Building/Ground Floor/Window 14	
4. Complete service record (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia – Human Resource Management Office Executive Building/Ground Floor/Window 14	
5. Statement of Assets, Liabilities and Net Worth (SALN) (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia – Human Resource Management Office Executive Building/Ground Floor/Window 14	
6. Appointment/notice of salary adjustment (NOSA) showing the highest salary received if the salary under the last appointments is not the highest (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia – Human Resource Management Office Executive Building/Ground Floor/Window 14	
7. Computation of terminal leave benefits duly signed/certified by the accountant (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia – Human Resource Management Office Executive Building/Ground Floor/Window 14	
8. Applicant's authorization (in affidavit form) to deduct all financial obligations with the employer/agency/LGU (1 Original Copy and 2 Certified True Copy)	Concerned employee	



9. Affidavit of application that there is no pending criminal investigation or prosecution against him/her (RA No. 3019) (1 Original Copy and 2 Certified True Copy)	Concerned employee
10. In case of resignation, employee's letter of resignation duly accepted by the Head of the Agency (1 Original Copy and 2 Certified True Copy)	Concerned employee

Additional requirements in case of death of claimant

1. Death certificate authenticated by Philippine Statistics Authority (PSA) (1 Original Copy and 2 Certified True Copy)	Concerned employee
2. Marriage contract authenticated by Philippine Statistics Authority (PSA) (1 Original Copy and 2 Certified True Copy)	Concerned employee
3. Birth certificates of all surviving legal heirs authenticated by Philippine Statistics Authority (PSA) (1 Original Copy and 2 Certified True Copy)	Concerned employee
4. Designation of next-of- (1 Original Copy and 2 Certified True Copy)	Concerned employee
5. Waiver of Rights of children 18 years old and above (1 Original Copy and 2 Certified True Copy)	Concerned employee

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Municipal Budget Office/Concerned Employee Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



246. Preparation of Disbursement Voucher and Journal Entry Voucher for Allowances, Honoraria, and Other Forms of Compensation- Monetization

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	HRMO, LGU Government Officials and employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved leave application (ten days) with leave credit balance certified by Human Resource Office (1 Original Copy and 2 Certified True Copy)		LGU Santa Ignacia – Human Resource Management Office Executive Building/Ground Floor/Window 14		
2. Request for leave covering more than ten days duly approved by the Head of Agency (1 Original Copy and 2 Certified True Copy)		LGU Santa Ignacia – Human Resource Management Office Executive Building/Ground Floor/Window 14		
For monetization of 50% or more:				
1. Clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs(1 Original Copy and 2 Certified True Copy)		Concerned Employee		
2. Barangay Certification in case of need for financial assistance brought about by calamities, typhoons, fire, ect. (1 Original Copy and 2 Certified True Copy)		Concerned Employee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Municipal Budget Office/Concerned Employee Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with “Received By” and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



247. Preparation of Disbursement Voucher and Journal Entry Voucher for Allowances, Honoraria, and Other Forms of Compensation- Loyalty Cash Award/Incentive

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Simple	
Type of Transaction:	G2G-Government to Government	
Who may avail:	HRMO, LGU Government Officials and Employee	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Individual Claims:		
1. Service Record (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia – Human Resource Management Office Executive Building/Ground Floor/Window 14	
2. Certificate of non-payment from previous office (for transferee)(1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia – Human Resource Management Office Executive Building/Ground Floor/Window 14	
3. Certification from the HRO that the claimants has not incurred more than 50 days authorized vacation leave without pay within the 10 year period or aggregate or more than 25 days authorized vacation leave without pay within the 5 year period, as the case may be (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia – Human Resource Management Office Executive Building/Ground Floor/Window 14	
For General Claims:		
4. Loyalty Cash Award/Incentive Payroll (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia – Human Resource Management Office Executive Building/Ground Floor/Window 14	
5. Payroll Register (hard and soft copy) (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia – Human Resource Management Office Executive Building/Ground Floor/Window 14	
6. Letter to the bank to credit employees' account of their salaries or other claims (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia – Human Resource Management Office Executive Building/Ground Floor/Window 14	
7. Deposits slips (1 Original Copy and 2 Certified True Copy)	Concerned Employee	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Municipal Budget Office/Concerned Employee Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



248. Preparation of Disbursement Voucher and Journal Entry Voucher for Allowances, Honoraria, and Other Forms of Compensation- Collective Negotiation Agreement (CNA) Incentive

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Simple	
Type of Transaction:	G2G-Government to Government	
Who may avail:	HRMO, LGU Government Officials and Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Resolution signed by both parties incorporating the guidelines/criteria for granting CNA Incentive (1 Original Copy and 2 Certified True Copy)	LGU Santa Ignacia – Human Resource Management Office Executive Building/Ground Floor/Window 14	
2. Comparative statement of DBM approved level of operating expenses and actual operating expenses (1 Original Copy and 2 Certified True Copy)		
3. Proof of remittances to the National Treasury of its 50 percent dividends share or percentage approved by the Department of Finance on the annual earnings for income-generating GOCCs/GFIs (1 Original Copy and 2 Certified True Copy)		
4. CNA (1 Original Copy and 2 Certified True Copy)		
5. Certificate issued by the Head of the Agency on the total amount of unencumbered savings generated from cost-cutting measures identified in the CNA which resulted from the joint efforts of labor and management and systems/productivity/income improvement (1 Original Copy and 2 Certified True Copy)		
6. Proof that the planned programs/activities/projects have been implemented and completed in accordance with targets for the year (1 Original Copy and 2 Certified True Copy)		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Municipal Budget Office/Concerned Employee Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



249. Preparation of Disbursement Voucher and Journal Entry Voucher for Human Resource Development and Training Program

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	Human Resource Management Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Budget estimates approved by the Head of Agency (1 Original Copy and 2 Certified True Copy)		Concerned Office		
2. Schedule of training approved by the Head of the Agency (1 Original Copy and 2 Certified True Copy)		Concerned Office		
3. Same requirements under procurement depending on the nature of expense and the mode of procurement adopted (1 Original Copy and 2 Certified True Copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. General Services Employee Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None		<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



250. Preparation of Disbursement Voucher and Journal Entry Voucher for Financial Expenses

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:				
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Loan Agreement/Memoranda of Agreement together with supporting documents (1 Original Copy and 2 Certified True Copy)				
2. Statement of Account (1 Original Copy and 2 Certified True Copy)				
3. Bank Debit memos (1 Original Copy and 2 Certified True Copy)				
4. Other supporting documents deemed necessary depending on the nature of the transaction (1 Original Copy and 2 Certified True Copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. General Services Employee Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



251. Preparation of Disbursement Voucher and Journal Entry Voucher for Road Right-of-Way (ROW)/Real Property-Improvements/trees, plants, growing fruits, etc.

The Office of the Municipal Accountant prepares Disbursement Voucher and Journal Entry Voucher for issuing payments provided that allotment obligated for the purpose indicated, supporting documents complete and funds available and for recording in the books of accounts and financial reporting respectively

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Simple	
Type of Transaction:	G2G-Government to Government	
Who may avail:	General Services Officer	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Permit issued by the Department of Environment and Natural Resourced (DENR to cut plants, forest trees and fruit bearing trees on areas affected by the project (1 Original Copy and 2 Certified True Copy)	DENR	
2. Affected Trees/Crops Inventory duly certified by the Agency's Project Committee/Authorized Officer and showing among others the following: lot number as indicated in the project plan, number of items, specifies classification, diameter, height, lot owner, owner of trees/plants/crops and price (1 Original Copy and 2 Certified True Copy)		
3. Quitclaim or Waiver issued by the lot owner if he is not the claimant (1 Original Copy and 2 Certified True Copy)		
4. Map/sketch plan showing the location of the improvement in the project-affected area (1 Original Copy and 2 Certified True Copy)		
5. Resolution/approval of valuation of damaged improvement (1 Original Copy and 2 Certified True Copy)		
6. Copy of the approved valuation of crops, plants and trees issued by concerned government agency (1 Original Copy and 2 Certified True Copy)		
7. Notarized Affidavit of Ownership with Right/Quitclaim to affected improvements		



(1 Original Copy and 2 Certified True Copy)				
8. Latest updated masterlist of PAPs approved by proper authorities (1 Original Copy and 2 Certified True Copy)				
9. If registered land: (1 Original Copy and 2 Certified True Copy) o Certified true copy of title (TCT/OCT or CLOA/EP)				
10. If unregistered land: (1 Original Copy and 2 Certified True Copy of Copy) o Certified photocopy of TD o Notarized joint affidavit of two adjoining landowners of barangay/local officials concerned attesting to the ownership of land				
11. If payment through Court Decision (1 Original Copy and 2 Certified True Copy) o Certified photocopy of Court Decisions (Final Order/Decision or Certificate of Finality of Decision)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. General Services Employee Submit complete documentary requirements	1.1 Check the completeness of documents and stamp the Approved OBR with "Received By" and duly signed.	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Disbursement and Journal Entry Voucher	None	5 hours,30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Log the prepared DV and JEV	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.4 Approve the Journal Entry Voucher and Certify the Disbursement Voucher that the allotment obligated for the purpose indicated and supporting documents complete	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Forward JEV, DV and supporting documents to Office of the Municipal Treasurer.	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	3 Days	



252. Referral for the Purchase of Accountable Form # 51

The Office of the Municipal Accountant checks and computes the triplicate copies of Accountable Form #51 and validated deposit slips before the Office of the Municipal Treasurer will issue again.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	Barangay Treasurers only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher (3 Original Copy)	Concerned Barangay of Santa Ignacia			
2. Purchase Request (3 Original Copy)	Concerned Barangay of Santa Ignacia			
3. Inspection and Acceptance Report (3 Original Copy)	Concerned Barangay of Santa Ignacia			
4. Requisition and Issue Voucher (4 Original Copy)	Concerned Barangay of Santa Ignacia			
5. Punong Barangay's Certification (1 Photocopy)	Concerned Barangay of Santa Ignacia			
6. Check (1 Original Copy and 2 Photocopy)	Concerned Barangay of Santa Ignacia			
7. Validated Deposit Slip (1 Original Copy)	Landbank of the Philippines-Camiling Branch			
8. Booklet of Issued Accountable Form #51 (Triplicate Copy)	Concerned Barangay of Santa Ignacia			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Barangay Treasurer Submit complete documentary requirements	1.1 Check the completeness of documents.	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Encode for the computation of AF#51, undeposited from the previous AF#51 and validated deposit slip	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.3 Write the updated collection and deposited amount at the back of the OR last issued and sign	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Countersign at the Requisition and Issue Voucher	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
2. Proceed to the Office of the Municipal Treasurer for payment and Submit Approved Requisition and Issue Voucher after issuance of new booklet of AF#51	2.1 File Approved Requisition and Issue Voucher	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	5 Hours	



253. Recording of Depreciation of Property, Plant and Equipment

The Office of the Municipal Accountant records every purchase of Plant, Property and Equipment for charging to expense a portion of an asset that relates to the revenue generated by that asset.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	Concerned Employees of LGU Santa Ignacia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Acknowledgement Receipt for Equipment (2 Original Copy)		LGU Santa Ignacia-General Services Office/BAC/Secretariat/Executive Building/Ground Floor/Window 12		
2. Journal Entry Voucher		LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. General Services Office Submit Acknowledgement Receipt for Equipment (2 Original Copy)	1.1 Check the completeness of documents.	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Stamp with "Received By" and sign per document	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Return 1 copy of Duly Received ARE to GSO Personnel	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Encode to database	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.5 Forward the updated database to Municipal Accountant	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.6 Checks the updated database	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
TOTAL		None	2 Days, 4 Hours	



254. Request for Schedule/Computation of List of Property, Plant and Equipment

The Office of the Municipal Accountant provides schedule of list of Property, Plant and Equipment to the concerned employee in order for them to be aware of the properties accounted to them.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	Concerned Employees of LGU Santa Ignacia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (3 Original Copy).		LGU Santa Ignacia-Concerned Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Concerned employee Submit complete documentary requirements	1.1 Check the completeness of documents.	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Stamp with "Received By" and sign per document	None	10 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Return 1 copy of Duly Received Request Letter to requestor	None	10 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Forward 1 copy of Request Letter to Municipal Accountant	None	10 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.5 Checks and Print list of PPEs accounted to concerned employee	None	1 day, 4 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.6 Review and Approve the printed list of PPEs accounted to concerned employee	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.7 Release the Approved the printed list of PPEs accounted to concerned employee	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
2. Signs on the receiving copy of the Office of the Municipal Accountant	2.1 File the receiving copy of the Office of the Municipal Accountant	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	2 Days, 7 Hours, 30 Minutes	



255. Preparation of Schedule of Cash Advances and Liquidations from Officers and Employees and Special Disbursing Officer

The Office of the Municipal Accountant provides monthly schedule of cash advances and liquidations from Officers and Employees and Special Disbursing Officer in order for the concerned employees to be aware of the cash advances they were accounted for. This is submitted on or before 10th day of the following month.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	LGU Santa Ignacia Commission on Audit and Municipal Planning and Development Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Trial Balance (1 Original Copy)		LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2		
2. Subsidiary Ledger (1 Original Copy)		LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2		
3. General Ledger (1 Original Copy)		LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2		
4. Prepared Journal Entry Voucher and required supporting documents for liquidation (1 Original Copy per document)		LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1 Prepare/Print all documents needed	None	3 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Check the completeness of documents	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Stamp with "Received By" and sign per document	None	10 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Encode the details of the seminar	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.5 Forward the Updated Schedule of Cash Advances and Liquidations of Seminars attended to Municipal Accountant	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.6 Approve and Sign the Schedule of Cash Advances and Liquidations of Seminars attended	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.7 Release the Approved Schedule of Cash Advances and Liquidations of Seminars attended	None	2 hours	<i>Accounting Clerk-</i> Office of the Municipal Accountant
1. Signs on the receiving copy of the Office of the Municipal Accountant	1.8 File the receiving copy of the Office of the Municipal Accountant	None	1 hour	
TOTAL		None	2 Days, 7 Hours, 40 Minutes	



256. Preparation of Schedule of Remittances of Municipal Suppliers to Bureau of Internal Revenue

The Office of the Municipal Accountant provides monthly schedule of remittances of Municipal Suppliers to Bureau of Internal Revenue to pay the tax withheld by the LGU from the Municipal Suppliers.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	LGU Santa Ignacia-Office of the Municipal Treasurer and Bureau of Internal Revenue Paniqui, Tarlac			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Monthly Subsidiary Ledger of Due to BIR for Municipal Suppliers (1 Original Copy)		LGU Santa Ignacia-Office of the Municipal Accountant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1. Give a copy of the database to the clerk in-charge for the preparation of the schedule of remittances of Municipal Suppliers	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Print the Subsidiary Ledger of Due to BIR for Municipal Suppliers	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Encode the details of the tax withheld by the municipality	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Forward the Updated Schedule of Remittances of Municipal Suppliers to Municipal Accountant	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.5 Approve and Sign the Schedule of Remittances of Municipal Suppliers	None	1 day	<i>Municipal Accountant (Office of the Municipal Accountant)</i>
	1.6 Release the Approved Schedule of Remittances of Municipal Suppliers	None	1 hour	<i>Accounting Clerk (Office of the Municipal Accountant)</i>
1. Signs on the receiving copy of the Office of the Municipal Accountant	1.7 File the receiving copy of the Office of the Municipal Accountant	None	1 hour	<i>Accounting Clerk (Office of the Municipal Accountant)</i>
TOTAL		None	2 Days, 5 Hours	



257. Acknowledgement of Disbursement Voucher and Philippine Public Sector Accounting Standards (PPSAS) Report of Barangay

The Office of the Municipal Accountant acknowledged the Disbursement Voucher and Philippine Public Sector Accounting Standards (PPSAS) Report of the Barangay submitted by the Barangay Treasurers on or before 10th day of the following month for recording in the barangay books of accounts and financial reporting.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2	
Classification:	Simple	
Type of Transaction:	G2G-Government to Government	
Who may avail:	LGU Santa Ignacia-Barangay Treasurers	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.	Transmittal Letter (4 Original Copy)	Concerned Barangay of Santa Ignacia
2.	Punong Barangay's Certification (2 Original Copy and 2 Photocopy)	Concerned Barangay of Santa Ignacia
3.	Disbursement Vouchers (3 Original Copy) and complete supporting documents (1 Original and 2 Photocopy)	Concerned Barangay of Santa Ignacia
4.	PPSAS Report which consist of the following: <ul style="list-style-type: none"> ○ Report of Accountability for Accountable Forms (RAAF)(3 Original Copy) ○ Report of Collections and Deposits(RCD) (3 Original Copy) ○ Snapshot (1 Original Copy and 2 Photocopy) ○ Validated Deposit Slip for the month ○ AF#51(1 Original Copy) ○ Cashbook (3 Original Copy) ○ Cashbook for Disbursing Officer (3 Original Copy) ○ Statement of Appropriations, Obligations and Balances (SAOB)(3 Original Copy) ○ Record of Appropriations and Obligations (RAO) (3 Original Copy) ○ Record of Estimated and Actual Income(REAI) (3 Original Copy) ○ Report of the Bank Debit/Credit Memos (3 Original Copy) ○ Summary of Collections and Remittances-Barangay Treasurer (SCR-BT) if deputized by the Municipal Treasurer to collect CTC (3 Original Copy) ○ Report of Collections and Deposit for CTC 	Concerned Barangay of Santa Ignacia



if deputized by the Municipal Treasurer to collect CTC (3 Original Copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Brgy. Treasurer Submit complete documentary requirements	1.1 Check the type and number of copies needed.	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Stamp with "Received By" and sign Transmittal Letters	None	10 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Return 2 Copies of Transmittal Letter, PBC, Disbursement Vouchers and Supporting Documents and PPSAS Report to Barangay Treasurer for submission to COA	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
2. Brgy. Treasurer proceeds to COA.	1.4 Update the schedule of submission of reports and file COA and Accounting Copy.	None	4 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	6 Hours, 10 Minutes	



258. Submission of Disbursement Voucher and Philippine Public Sector Accounting Standards (PPSAS) Report of Barangay

The Office of the Municipal Accountant submits the Original of Disbursement Voucher and Philippine Public Sector Accounting Standards (PPSAS) Report of the Barangay with supporting documents to COA subject for auditing rules and regulations.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Complex			
Type of Transaction:	G2G-Government to Government			
Who may avail:	LGU Santa Ignacia-Barangay Treasurers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher with complete supporting documents (1 Original and 1 Photocopy per document)		LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2		
2. PPSAS Report with complete supporting documents (1 Original and 1 Photocopy per document)		LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1 Check the completeness of documents and computations made base on the original copies	None	2 Days	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 File in a separate folder the Acknowledgement Receipt for Equipment with corresponding Disbursement Voucher and Liquidation Documents of seminars attended if any	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.3 Forward the reports to Municipal Accountant	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Approve the reports for recording in the books of accounts	None	5 hours	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 File the approved reports for subsequent recording of the Accounting Clerk in-charge for the preparation of Barangay Financial Statement	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.6 Submit COA copy	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
1. Signs receiving copy of the Office of the Municipal Accountant	1.7 File the approved reports for subsequent recording of the Accounting Clerk in-charge for the preparation of Barangay Financial Statement	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	2 Days	



259. Preparation of Special Education Fund Utilization Report

The Office of the Municipal Accountant prepares Special Education Fund Utilization Report which provides information on the total amount of SEF received by the LGU and the disbursements per quarter. This is submitted on or before 10th day of the following month.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	LGU Santa Ignacia-Commission on Audit and Municipal Planning and Development Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Detailed Financial Performance for the required period (1 Original Copy)		LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2		
2. Trial Balance for the required period (1 Original Copy)		LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2		
3. Statement of Appropriations, Obligations and Balances (1 Original Copy)		LGU Santa Ignacia-Municipal Budget Office/Executive Building/Ground Floor/Window 11		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements	1.1 Check the completeness of documents.	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Stamp with "Received By" and sign SAOB	None	10 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Print the required documents (1&2)	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Prepare the SEF Utilization report and sign	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.5 Forward the SEF Utilization report and sign to Municipal Accountant	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



	1.6 Signs the SEF Utilization Report for approval	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.7 Forward the Approved SEF Utilization Report	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	2 Days, 4 Hours, 10 Minutes	



260. Preparation and Distribution of Demand Letter to Punong Barangay

The Office of the Municipal Accountant prepares demand letter after five days from the deadline, addressed to Punong Barangay in relation to the non-submission of monthly financial report of the Barangay Treasurers for enforcing the immediate submission.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	LGU Santa Ignacia-Commission on Audit and Concerned Punong Barangay			
CHECKLIST OF REQUIREMENTS				
1. Updated Schedule of Submission of Reports	LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1 Check Schedule of Submission of Reports for those who fails to submit	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare the Demand Letter and countersign	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Forward the signed Demand Letter to Municipal Accountant	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.4 Sign the Demand Letter	None	3 hours	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.5 Request for use of vehicle	None	7 Minutes	<i>Municipal Accountant</i> (Office of the Municipal Accountant)



	1.6 Distribute the Demand Letter to concerned Punong Barangay	None	2 days	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
1. PB signs the receiving copy of the Office of the Municipal Accountant	1.1 Submit copy of Demand Letter (duly received by the PB) to COA	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
2. COA signs the receiving copy of the Office of the Municipal Accountant	2.1 File the receiving copy	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	2 Days, 7 Hours, 30 Minutes	



261. Preparation of Letter to Inform of Non-Submission of Monthly Reports

The Office of the Municipal Accountant prepares a letter informing COA and DILG of non-submission of monthly financial reports of the Barangay Treasurers after five days from receipt of the Demand Letter distributed by the Office of the Municipal Accountant to the concerned Punong Barangays.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	LGU Santa Ignacia-Commission on Audit and Department of Interior and Local Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Demand Letter Duly Receipt by the Punong Barangay		LGU Santa Ignacia-Office of the Municipal Accountant/Executive Building/Ground Floor/Window 2		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1 Prepare the Letter to Inform and countersign	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Forward the signed Letter to Inform to Municipal Accountant	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Sign the Letter to Inform	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.4 Submit to COA	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)



1. COA Signs the receiving copy of the Office of the Municipal Accountant	1.5 File the receiving copy	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.6 Submit to DILG	None	3 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
2. DILG Signs the receiving copy of the Office of the Municipal Accountant	2.1 File the receiving copy	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	2 Days, 6 Hours	



262. Preparation of Certification that previous cash advance/funds transferred have been liquidated and accounted for in the books of accounts.

The Office of the Municipal Accountant prepares a certification that previous cash advance/funds transferred have been liquidated and accounted for in the books of accounts for the purpose of processing of new cash advance/transfer of fund.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	Liquidating employee/agency			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proof of liquidation of previous cash advance duly received by the Office of the Municipal Accountant		Liquidating employee/agency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1 Prepare the Certification in 2 copies	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Forward the signed Certification to Municipal Accountant	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Sign the Certification	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.4 Release the Certification	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
1. Liquidating employee/agency signs the receiving copy of the Office of the Municipal Accountant	1.5 File the receiving copy	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	1 Day, 4 Hours	



263. Preparation of Certification of Report of Receipt, Disbursement and Fund Balance

The Office of the Municipal Accountant prepares a certification of Report of Receipt, Disbursement and Fund Balance for the purpose of transferring fund.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	Liquidating employee/agency			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1 Prepare the Certification in 2 copies	None	1 day	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Forward the signed Certification to Municipal Accountant	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Sign the Certification	None	1 day	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.4 Release the Certification	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
1. Signs the receiving copy of the Office of the Municipal Accountant	1.5 File the receiving copy	None	1 hour	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	2 Days, 3 Hours	



264. Preparation of Accountant's Advice for Local Check Disbursements

The Office of the Municipal Accountant prepares Accountant's Advice for Local Check Disbursements to be forwarded to the Landbank of the Philippines-Camiling Branch before releasing of checks.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government, G2B-Government to Business, G2C-Government to Client			
Who may avail:	LGU employees concerned, LGU suppliers/contractors, concerned agencies, Landbank of the Philippines-Camiling Branch			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Signed checks		LGU Santa Ignacia-Office of the Municipal Treasurer/Executive Building/Ground Floor/Window 6		
2. Journal Entry Vouchers and Disbursement Vouchers with completed supporting documents		LGU Santa Ignacia-Office of the Municipal Treasurer/Executive Building/Ground Floor/Window 6		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Office of the Municipal Treasurer forwards the required documents.	1.1 Checks the details written in the logbook and sign as proof of receipt of the documents listed.	None	2 hours	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare the Accountant's Advice.	None	1 hour	
	1.3 Check the details of the printed Accountant's Advice and countersign	None	1 hour	
	1.4 Sign the Accountant's Advice	None	1 day	
	1.5 Release Accountant's Advice and forward to the bank	None	1 day & 4 hours	
TOTAL		None	3 Days	



265. Preparation of Disaster Risk Reduction Management (DRRM Report)

The Office of the Municipal Accountant prepares Disaster Risk Reduction Management (LDRRM) Report which provides information on the total amount of Local Disaster Risk Reduction Management Fund received by the LGU and the disbursements per month.

Office or Division:	Office of the Municipal Accountant, Executive Building, Ground Floor, Window 2			
Classification:	Complex			
Type of Transaction:	G2G-Government to Government			
Who may avail:	Municipal Budget Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Calamity/LDRRM Fund Utilization from Municipal Budget Office (1 Original Copy and 2 Certified True Copy)		LGU Santa Ignacia - Municipal Budget Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Report of Calamity Fund (LDRRM-SAOB)	1.1 Receive the completeness of documents	None	20 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.2 Prepare Report of Local Disaster Risk Reduction and Management Fund Utilization	None	4 days	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
	1.3 Approve Report of Local Disaster Risk Reduction and Management Fund Utilization	None	2 days	<i>Municipal Accountant</i> (Office of the Municipal Accountant)
	1.4 Forward the Report of Local Disaster Risk Reduction and Management Fund Utilization supporting documents to Office of Commission on Audit	None	30 minutes	<i>Accounting Clerk</i> (Office of the Municipal Accountant)
TOTAL		None	6 Days, 50 Minutes	



VI. Feedback and Complaints

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	<p>Answer the client satisfaction feedback form and drop it at the designated drop box located at the entrance door of the office or at Public Assistance and Complaints Desk (PACD) at the LGU Bldg. lobby.</p> <p>Contact Information: Telephone: 045-6063190 Mobile phone: 0995-0885644 (Globe) Mobile phone: 0929-1429901 (Smart) E-mail: complaints.staignacia@gmail.com</p>
How feedbacks are processed	<p>Every Friday, the designated PACD Officer opens the drop box and compiles and records all feedback submitted, and submit the same to the Complaints Officer.</p> <p>Feedback requiring answers are forwarded to the relevant offices and they are required to answer within three (3) days upon receipt of the feedback. <i>(Client should provide his/her full name and any contact information for feedback purpose and reference only).</i></p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the office telephone number at 045-6063190</p>
How to file a complaint	<p>Answer the client Complaint Form and drop it at the designated drop box located at the Public Assistance and Complaints Desk (PACD) of the Agency.</p> <p>Complaints can also be filed via any of the contact information as specified below. Make sure to provide the following information:</p> <ul style="list-style-type: none"> - Full name of Complaining Party with any contact information (to be used for feedback on action taken and reference only) - Name of person being complained - Incident - Evidence <p>Contact Information: Telephone: 045-6063190 Mobile phone: 0995-0885644 (Globe) Mobile phone: 0929-1429901 (Smart) E-mail: complaints.staignacia@gmail.com</p> <p>For inquiries and follow-ups, clients may contact the office telephone number at 045-6063190</p>



	<p>The Complaints Officer opens the complaints drop box on a daily basis and evaluates each complaint.</p> <p>Upon evaluation, the Complaints Officer shall start the investigation and forward the complaint to the relevant office for their explanation to be submitted in letter format within three (3) days upon receipt of the complaint.</p> <p>The Complaints Officer will create a report after the investigation and shall submit it to the Municipal Mayor, being the Head of the Agency, for appropriate action.</p> <p>The Complaints Officer will give the feedback to the client.</p> <p>For inquiries and follow-ups, clients may contact the office telephone number at 045-6063190</p>
<p>Contact Information: Anti-Red Tape Authority (ARTA) Presidential Complaints Center (PCC) Contact Center ng Bayan (CCB)</p>	<p>ARTA: complaints@arta.gov.ph : 1-ARTA (2782) PCC : 8888 CCB : 0908-881-6565 (SMS) : 16565* (Call)</p>



VII. List of Offices

Office	Address	HOTLINE
Office of the Municipal Mayor	2F Municipal Hall, Brgy. Poblacion West, Sta. Ignacia, Tarlac	606-3190
Office of the Municipal Administrator	2F Municipal Hall, Brgy. Poblacion West, Sta. Ignacia, Tarlac	
Office of the Municipal Vice-Mayor	2F Legislative Building, Brgy. Poblacion West, Sta. Ignacia, Tarlac	606-1790
Office of the Sangguniang Bayan	2F Legislative Building, Brgy. Poblacion West, Sta. Ignacia, Tarlac	
Office of the Secretary to the Sangguniang Bayan	2F Legislative Building, Brgy. Poblacion West, Sta. Ignacia, Tarlac	
Office of the Municipal Accountant	Window 2, 1F Municipal Hall, Brgy. Poblacion West, Sta. Ignacia, Tarlac	606-3159
Office of the Municipal Budget Officer	Window 11, 1F Municipal Hall, Brgy. Poblacion West, Sta. Ignacia, Tarlac	606-3178
Office of the Human Resource Management Officer	Window 14, 1F Municipal Hall, Brgy. Poblacion West, Sta. Ignacia, Tarlac	0906-2580-859
Office of the Municipal General Services Officer	Window 12, 1F Municipal Hall, Brgy. Poblacion West, Sta. Ignacia, Tarlac	0906-5977-500
Business Permit and Licensing Office (Economic Enterprise Office)	Window 13, 1F Municipal Hall, Brgy. Poblacion West, Sta. Ignacia, Tarlac	0920-5385-696
Office of the Municipal Health Officer	Municipal Health Office, Brgy. Poblacion West, Sta. Ignacia, Tarlac	0918-9858-874
Office of the Municipal Assessor	Window 7, 1F Municipal Hall, Brgy. Poblacion West, Sta. Ignacia, Tarlac	0917-1125-272
Office of the Municipal Civil Registrar	Window 5, 1F Municipal Hall, Brgy. Poblacion West, Sta. Ignacia, Tarlac	0928-5208-628
Office of the Municipal Social Welfare and Development	Window 10, 1F Municipal Hall, Brgy. Poblacion West, Sta. Ignacia, Tarlac	0906-4108-811
Office of the Municipal Treasurer	Window 6, 1F Municipal Hall, Brgy. Poblacion West, Sta. Ignacia, Tarlac	606-3160



Office of the Municipal Planning and Development Coordinator	Window 4, 1F Municipal Hall, Brgy. Poblacion West, Sta. Ignacia, Tarlac	606-3159
Office of the Municipal Engineer	Window 3, 1F Municipal Hall, Brgy. Poblacion West, Sta. Ignacia, Tarlac	0908-874-3853 0917-177-8565
Office of the Municipal Agricultural Officer	1F Municipal Agriculture Office, Brgy. Poblacion West, Sta. Ignacia, Tarlac	0909-2206-817
Office of the Municipal Disaster Risk Reduction and Management Officer	Window 9, 1F Municipal Hall, Brgy. Poblacion West, Sta. Ignacia, Tarlac	606-3061
Office of the Municipal Environment and Natural Resources Officer	Window 8, 1F Municipal Hall, Brgy. Poblacion West, Sta. Ignacia, Tarlac	0919-7009-609